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SAN FRANCISCO HOUSING AUTHORITY

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Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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January 7, 1985

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P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, JANUARY 10, 1985 AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

Carl L. Williams
Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY January 10, 1985
9:30 A.M, 440 TURK STREET, SAN FRANCISCO, CALIFORNIA

TENTATIVE AGENDA

* * * * * * * * * * * * * * *

1. ROLL CALL:

Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

(a) Resolution - Resolution approving a Memorandum of Understanding with the San Francisco Conservation Corp to provide public space improvements at Authority owned projects: Sunnydale, Cal 1-3; Bernal Dwellings, Cal 1-5; North Beach, Cal 1-11; Ping Yuen, Cal 1-15; Alemany, Cal. 1-16; Hayes Valley, Cal 1-18(7); and Alice Griffith, Cal 1-18(4)

(b) Resolution - Resolution of Appreciation to Commander Troy Dangerfield.

Carl L. Williams
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, January 10, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, January 10, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:35 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

A quorum was present.

ALSO PRESENT: Carl L. Williams, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Jimmie Mumphery, Hunters View
Helen Mason, Sunnydale
Mary Lou McAlister, Valencia Gardens Seniors & Disabled Club
Monroe Anderson
Leah Stewart, 31st Avenue
Maybelline Hubbard, Potrero Terrace
Louise Hall, Alice Griffith
Christine Neal, Alice Griffith
Dollie Smith, Westbrook Apartments

3. APPROVAL OF AGENDA:

Commissioner San Jule moved to approve the agenda of January 10, 1985 and Commissioner Brooks seconded the motion. The agenda of January 10, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of December 27, 1984 and Commissioner Brooks seconded the motion. The minutes of December 27, 1984 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Williams introduced and welcomed Ms. Geraldine Chavis, the new legal counsel for the Authority.

Mr. Williams reported on the following communication:

1) A letter has been received from the regional office of HUD inviting the Authority to submit another Section 8 application for 190 units. That will bring the Authority's Section 8 existing inventory to approximately 2,400 units.

6. REPORT OF SECRETARY:

Secretary Carl Williams reported on the following matters:

1) There will be an anti-crime workshop held in the Western Addition, Saturday, January 12. It is a community workshop dealing with crime in the Western Addition. Mr. Williams will be one of the panelists. The workshop will be at El Bethel Church, which is on the corner of Golden Gate and Laguna.

2) Residents are beginning to move into Rosa Parks. The first of the former residents moved in Tuesday morning and there was extensive press coverage on that. The services of Ms. Naomi Gray have been retained to do the public relations and planning of the grand opening. The two positive pieces of press written so far are a result of Ms. Gray's efforts. Commissioner San Jule asked if anyone has been in touch with Mrs. Rosa Parks and Mr. Williams stated that Ms. Gray has been in touch with her. Mr. Williams stated that the opening is scheduled for the first week in March when it is projected that the building will be substantially or 100% occupied.

3) Mr. Dick Koeritz has sent his letter of resignation received January 4. Mr. Williams distributed copies of the letter to the Commission. Mr. Koeritz has been on leave due to illness and it became apparent that he would not be able to return. Mr. Williams stated that Mr. Koeritz will be missed very much. The Commissioners expressed their appreciation for all the work he has done and that a commendation was in order. Vice President Fussell asked what would be done in light of Mr. Koeritz's resignation. Mr. Williams noted that Mr. Jessie Fennell is currently serving as acting director. No decisions or judgment have been made as to how to proceed. Mr. Williams stated that he will be bringing this matter before the Finance Committee.

7. COMMITTEE REPORT:

Tenant Relations Committee: Commissioner Chuck stated that the Tenant Relations Committee is planning to have a meeting January 28, at 9:30 a.m. The Committee and the tenants hope to work on MBO goals and objectives for the tenants. At the last meeting Mr. Ussery and Mr. Heynneman discussed ways in which tenants could be trained and motivated to develop some self-help procedures for such things as proposal writing. A time line was outlined and the Committee will be monitoring that quite closely.

8. REPORT OF COUNSEL:

Ms. Geraldine Chavis stated that she has been going through the files and familiarizing herself with the work. She has been talking with outside counsel, Otis McGee and Gary Lafayette. They reported that there have been no substantive changes since their last report to the Commission. Currently, she is concentrating on the unlawful detainer cases and trying to get a smooth transition from outside counsel's office back to the Authority's legal office.

9. TENANT REPRESENTATIVE REPORT:

Mary Swanson, President of PHTA, submitted a written report outlining the things PHTA has been working on over the past several months. President Westbrook stated that it was a nice report and this is what she would like to receive at every Commission meeting. Mr. Williams stated that he has not had time to read the entire report but he did want to clarify one item on the report regarding secretarial assistance. PHTA has a request in for an additional $39,000 which has to be reviewed by the Finance Committee. Sufficient funds in the current contract have been provided for the secretarial position. Therefore, hiring a secretary should not be contingent on PHTA getting funding for the additional programs they are requesting.

A very lengthy discussion followed and a number of topics were covered such as: impact of proposed budget cuts on the Authority's programs; alternatives to the cutbacks such as developing a "Friends of Public Housing"; need for another orientation meeting to review strategies; HUD homeownership program; obtaining from NAHRO or CLPHA a survey of the projects nationwide of what has been funded and what needs additional funding.

There were also questions raised regarding the waiting list, units being mothballed, and the status of young adults (18 and over) with no income remaining on their parent's lease. Mr. Williams and Mr. Guest addressed these matters.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2631

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE SAN FRANCISCO CONSERVATION CORPS TO PROVIDE PUBLIC SPACE IMPROVEMENTS AT AUTHORITY OWNED PROJECTS:

SUNNYDALE, CAL. 1-3
BERNAL DWELLINGS, CAL. 1-5
NORTH BEACH, CAL. 1-11
PING YUEN, CAL. 1-5
ALEMANY, CAL. 1-16
HAYES VALLEY, CAL. 1-18(7)
ALICE GRIFFITH, CAL. 1-18(4)

* *

WHEREAS, the San Francisco Conservation Corps purpose is to serve low and moderate income persons by accomplishing public space improvement work and by providing employment and education opportunities for youth; and

WHEREAS, the Authority owns and operates public housing developments which serve low income residents and which are in need of public space improvement; and

WHEREAS, the 1985 Community Development Program has allocated CDBG funds to the San Francisco Conservation Corps to enhance the recreational facilities and grounds at several Authority projects; and

WHEREAS, the San Francisco Conservation Corps proposes to recruit residents into their program and to assist in the improvements planned for the Authority projects; and

WHEREAS, no Authority funds will be required for these improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Executive Director be and the same is authorized to execute a Memorandum of Understanding with the San Francisco Conservation Corps to provide public space improvements at Authority projects.

II. That this resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Mr. Williams stated that this resolution approves a memorandum of understanding between the Authority and the San Francisco Conservation Corps regarding public space improvements in the Authority's projects. The San Francisco Conservation Corps is a city funded operation modeled after the state conservation corps, which provides orientation, training and education to unemployed youth. The corps will be working with the tenant association in each area. The kinds of activities they will be undertaking, at no cost to the Authority, will be installing irrigation systems, planting lawns and trees, developing school and play areas, etc.

Commissioner Brooks noted that all these improvements are needed in Potrero Terrace and Potrero Annex and asked that Potrero Terrace and Potrero Annex be included in the resolution. Mr. Williams stated that it was not the Authority's intent to exclude Potrero. He stated that Ping Yuen and North Beach were not included in the original recommendation from the Authority and that the Office of Community Development on its own included these areas. A very lengthy discussion followed regarding the application procedure, PHTA involvement, if any, and who makes the final determination.

Commissioner Cook moved to amend the resolution to exclude North Beach and add Potrero Terrace and Potrero Annex. Commissioner Brooks seconded the motion. Vice President Fussell questioned whether any changes can be made to the proposal at this time. Commissioner Chuck expressed his concerns that this amendment overrides the Commission's position to encourage tenant associations to be more involved. He also did not want to see one area pitted against another area or one ethnic group vs. another ethnic group. A roll call vote was taken on the amendment as follows:

Commissioner Chuck - no
Commissioner Patterson - yes
Commissioner Brooks - yes
Commissioner Cook - yes
Commissioner San Jule - no
Vice President Fussell - no
President Westbrook - yes

The amendment carried by majority vote.

Vice President Fussell moved to adopt Resolution No. 2631 as amended and Commissioner Cook seconded the motion. Resolution No. 2631 as amended was UNANIMOUSLY ADOPTED. President Westbrook appointed Commissioners Brooks and Chuck to go with staff when they meet with the Office of Community Development.

(b) RESOLUTION NO. 2632

RESOLUTION OF COMMENDATION AND APPRECIATION
TO TROY DANGERFIELD
* *

WHEREAS, Troy Dangerfield was assigned Commander of the San Francisco Housing Authority Police Unit on October 3, 1978; and

WHEREAS, under Troy Dangerfield's leadership the Housing Authority police has become a well-trained and professional unit; and

WHEREAS, Troy Dangerfield always extended himself to serve the residents of San Francisco public housing; and

WHEREAS, Troy Dangerfield made diligent efforts to improve the responsiveness of the San Francisco Police Department to the needs of the residents of public housing;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO extends its commendation and appreciation to Troy Dangerfield for his excellent performance at the San Francisco Housing Authority; and

BE IT FURTHER RESOLVED, that the Commission extends to Troy Dangerfield its best wishes for continued success as he returns to duty with the San Francisco Police Department.

Mr. Williams stated that this is a resolution of commendation to Commander Troy Dangerfield for the services he has performed. Commander Dangerfield will be returning to the San Francisco Police Department. Mr. Williams asked Commander Dangerfield to come forward and receive his award.

Commissioner Cook moved to adopt Resolution No. 2632 and Commissioner Brooks seconded the motion. Resolution No. 2632 was UNANIMOUSLY ADOPTED.

Commander Dangerfield thanked the Commission for the resolution. The Commission and audience applauded Commander Dangerfield.

Visitors - Mr. Williams called on those visitors who filled out cards indicating that they wished to address the Commission.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of January 10, 1985 was adjourned at 11:50 a.m.

ELOUISE WESTBROOK, President

Carl L. Williams

CARL L. WILLIAMS
Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

January 18, 1985

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P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, JANUARY 24, 1985 AT 440 TURK STREET.

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Carl L. Williams
Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY January 24, 1985
9:30 A.M, 440 TURK STREET, SAN FRANCISCO, CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Beatrice Patterson, Commissioner
   Reverend Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

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6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS: The staff has no matters requiring Commission action at this meeting.

Carl L. Williams
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, January 24, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, January 24, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner (arrived 9:36)
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner (arrived 9:35)
Reverend Harry Chuck, Commissioner

A quorum was present.

ALSO PRESENT: Carl L. Williams, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Christine Neal, Alice Griffith
Kay Kardosky, Sunnydale & PHTA
Linda Williams, Plaza West
Helen Mason, Sunnydale

3. APPROVAL OF AGENDA:

Commissioner San Jule moved to approve the agenda of January 24, 1985 and Vice President Fussell seconded the motion. The agenda of January 24, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner San Jule moved to approve the minutes of January 10, 1985 and Commissioner Brooks seconded the motion. The minutes of January 10, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Williams reported on the following communications:

1) Memorandum from Florence Roisman - Ms. Roisman is with the law firm in Washington D.C. who is litigating against HUD this Authority's interest in preventing the recapture of operating subsidies. The Department of Housing and Urban Development made a motion in federal district court to dismiss the lawsuit. The judge ruled from the bench, overruling that motion so the case was not thrown out, and he has now instructed all parties to proceed with the next step of the litigation which is preparation for trial. Ms. Roisman indicates in the memo that they are preparing to take the deposition of HUD officials. She further indicates that the

complaint will be amended and will include five additional housing authorities who are interested in joining the suit. There are now about 15-20 housing authorities involved. Mr. Williams stated that he will keep the Commission apprised of the status of this lawsuit.

2) Letters from PHTA regarding their move to Westside Courts - Three letters all dealing with the same subject matter have been received. The matter of relocating PHTA's offices had been dropped but the letters indicate that PHTA is interested in having staff look into fixing the center so that PHTA can move to Westside Courts. Staff will look into this matter.

6. REPORT OF SECRETARY:

Secretary Carl Williams reported that following the last Commission meeting, he met with the Office of Community Development (OCD). He learned that under their procedures all programs are approved by the Board of Supervisors. For them to do what the Commission directed--to remove North Beach from the grant--OCD would have to go back to the Board of Supervisors to get that particular program deleted. OCD is not willing to do that. Mr. Williams asked if there was a way that OCD can meet the Commission's other objective which is to try to get something done for Potrero. Authority staff will be working with OCD and the tenant association to come up with some activities and programs for Potrero Terrace. President Westbrook stated that she was glad that something will be done for Potrero. Commissioner Cook requested that in the future that staff watch the process more carefully to insure that a more equitable allocation of funds is distributed to the various areas. Commissioner Chuck took it a step further and asked staff to prepare a report showing what benefits the different projects have received over the last couple of years in order to better evaluate how resources are being used and make some judgements about future allocations.

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the next Tenant Relations Committee meeting will be Monday, January 28, at 9:30 a.m. This is a very special meeting. They will be focusing on MBO goals and objectives. For informational purposes, Reverend Chuck distributed some hand outs.

MBO Committee - Commissioner Cook reported the first meeting of the MBO Committee has been held with Peter Henschel of the Mayor's office. They plan to meet on a weekly basis and will be reporting back to the Commission with a proposal and some suggestions regarding MBO standards and guidelines for the Authority.

President Westbrook asked for a motion to receive the Committee Reports. Commissioner San Jule so moved and Commissioner Cook seconded the motion. The Committee Reports were accepted.

8. REPORT OF COUNSEL:

Ms. Geraldine Chavis reported that she is primarily concentrating on looking at unlawful detainer cases. All but approximately 3 or 4 cases have come back to the Authority from Millner & McGee. Most of the cases have been solved. President Westbrook stated that she liked the format used by Millner & McGee in reporting to the Commission and requested that Counsel Chavis use that format.

9. TENANT REPRESENTATIVE REPORT:

Mary Swanson, President, reviewed the written report of PHTA activities. She asked for clarification in the minutes regarding

the secretarial position. As budgeted, the secretarial position pays minimum wage with no benefits. It is her contention that this is not enough money. President Westbrook stated that the most important thing is that PHTA hire a secretary and that there is enough money for this. Mr. Williams reiterated his earlier position that the hiring of a secretary should not be contingent on PHTA getting additional funding. Commissioner Cook agreed that $21,000 is not enough money but given the fiscal constraints of the Authority it is not realistic to expect that PHTA will get an additional $39,000. He stated that the Finance Committee of the Commission is more than willing to work with PHTA, review their budget and see what kinds of adjustments can be made.

Ms. Swanson asked for a letter of support from the Commission for a grant PHTA will receive from the San Francisco Foundation to conduct energy conservation workshops. Vice President Fussell expressed his dismay that the Commission is just now being informed of this grant. It was important to get the Commission's support before applying for the grant, not now that it has been granted. This lack of coordination of information could very well jeopardize the position of the Authority in getting future funding from foundations. President Westbrook asked that PHTA forward all the information on this grant to the Commission for their review.

President Westbrook asked that Miss Robinson provide a report at Commission meetings regarding senior activities.

Commissioner Chuck asked for an update on Rosa Parks Senior Apartments. Mr. Williams stated that contact has been made with Mrs. Rosa Parks through Naomi Gray Associates. President Westbrook asked why it was taking so long to move people into the building. Mr. Williams explained that there are a number of considerations, such as seniors having to give notice at their current residence, there are only two elevators in the building, there is no freight elevator, etc. Staff is trying to move people into the building as quickly as possible.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

None

Visitor - Mr. Williams called on Helen Mason of Sunnydale who stated that she wished to address the Commission. President Westbrook asked her to come to the Tenant Relations Committee, Monday, January 28, with her concerns.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of January 24, 1985 was adjourned at 11:15 a.m.

ELOUISE WESTBROOK, President

Carl L. Williams

CARL L. WILLIAMS
Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
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James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

FEBRUARY 7, 1985

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PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, FEBRUARY 14, 1985 AT 440 TURK STREET.

Carl L. Williams
Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY February 14, 1985
9:30 A.M, 440 TURK STREET, SAN FRANCISCO, CALIFORNIA

TENTATIVE AGENDA

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1. ROLL CALL:

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Beatrice Patterson, Commissioner
   Reverend Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

    (a) Resolution - Resolution Authorizing the Leased Housing Department to Apply for Fiscal Year 1985 Section 8 Existing Units.

    (b) Resolution - Approving and Adopting Revisions and Amendments to FY 84-85 Conventional Operations Budget.

12. ADJOURNMENT:

Carl L. Williams
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, February 14, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, February 14, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

ABSENT: Joan San Jule, Commissioner

A quorum was present.

ALSO PRESENT: Carl L. Williams, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Christine Neal, Alice Griffith
Annie Mae Rose, Sunnydale
Larraine Pardini, Sunnydale
Margaret Butz, Local 390/400
Helen Mason, Sunnydale
Patricia Accooe, Potrero Hill
Mary Ridout, Alice Griffith
Jewell Green, Hunters View
Melvina Powell, Westside Courts
Bertha Henlsey, Potrero Hill
Doris Stewart
Rosa Lee Urquhart
Florina Johnson
Ruby Gantt
E.J. Powell, Alemany
Dorothy Sims, Cameron Way
Leah Stewart, 31st Ave.
Joan Jefferson, Plaza
Roxie McCormick, Sunnydale
Linda Williams, Plaza
Gladys Shafford, Westside Courts
Marjorie L. Thomas, Mission Terrace Senior Building
Mary McAlister, Valencia Gardens Senior Citizen
Ursula Anderson, Senior Tenant, Mission Terrace
Cleola Richardson, Westside Courts

3. APPROVAL OF AGENDA:

Commissioner Brooks moved to approve the agenda of February 14, 1985 and Vice President Fussell seconded the motion. The agenda of February 14, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Vice President Fussell moved to approve the minutes of January 24, 1985 and Commissioner Brooks seconded the motion. The minutes of January 24, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Williams reported that a lot of communications has been forwarded to the Commission. The Finance Committee Report will cover many of the areas that have been discussed during the past week.

6. REPORT OF SECRETARY:

Mr. Williams reported that the Authority faces a very serious budget crisis which requires that immediate action be taken in order to remedy the current deficit spending. The Finance Committee has met and discussed the various options and alternatives.

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the Committee met on January 28 and focused primarily on those programs and services of the Family and Community Services Department. From this meeting there came recommendations for further leadership training workshop for the tenants and tenant officers and that there be improved communications between the Maintenance Department and Family and Community Services. Future projects include tutorial classes, career day programs and youth program. The next meeting will take place February 25, 9:30. The managers from the various areas will be invited to that meeting.

Finance Committee - Vice President Fussell reported that the Finance Committee has met and the basic issues dealt with in the Finance Committee will be covered under item (b) of new business. The Finance Committee met following the Commission meeting of January 24, met again Friday, February 1, and Monday February 11. Those meetings were working sessions to review staff recommendations for the resolution before the Commission.

8. REPORT OF COUNSEL:

Counsel Geraldine Chavis submitted an Eviction Action Report for the months of December, January and February.

9. TENANT REPRESENTATIVE REPORT:

James Franklin, Vice President of PHTA, reported that PHTA is working on conducting workshops on energy conservation. At the last meeting PHTA misinformed the Commission about the grant from the San Francisco Foundation to conduct these workshops. The grant has not been funded--PHTA is working on writing the proposal and hopefully it will be funded. Also, PHTA is working on the tenant management program modeled after the one in St. Louis. There have been ongoing meetings trying to establish seminars on that. Many of the tenants are concerned and hope that the Authority support the tenants' position and not sell any of the existing public housing property in San Francisco.

President Westbrook stated that she wished to have a written report as well as an oral one at every Commission meeting.

Mary Swanson, President, asked what happened to the interest on security deposits. Mr. Williams replied that legal counsel is looking into the entire matter of interest bearing accounts and that a response will be made to PHTA's inquiry.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2633

****

RESOLUTION AUTHORIZING THE SECTION 8 DEPARTMENT TO APPLY FOR FISCAL YEAR '85 SECTION 8 EXISTING CERTIFICATES

****

WHEREAS, the approved Housing Assistance Plan for the City and County of San Francisco includes the need to provide additional housing for low and very-low income family's by subsidizing the rental of existing standard units in the City and County of San Francisco by means provided under the Section 8 Programs administered by the Department of Housing and Urban Development (HUD); and

WHEREAS, the San Francisco Housing Authority has been notified by the Department of Housing and Urban Development that an allocation of Certificates have been set aside for the Section 8 Existing Program and that the San Francisco Housing Authority should apply for these funds; and

WHEREAS, the Executive Director of the San Francisco Housing Authority designated the Section 8 Department as the Department responsible for administering the Section 8 Program and preparing applications for Section 8 funds.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

I. The Section 8 Department of the San Francisco Housing Authority is hereby authorized to submit applications to the Department of Housing and Urban Development for Section 8 Certificates.

II. That this Resolution shall become effective immediately.

III. That should any conflict arise between this Resolution and any other Resolution of the Authority heretofore adopted and not in force and effect, this Resolution shall prevail to the extent of such conflict.

APPROVED AS TO FORM:

Geraldine Chaves

DATED: 2/11/85

Mr. Williams stated that this resolution authorizes the filing of an application to the Department of Housing and Urban Development for additional Section 8 Certificates. The Section 8 Program is expanding very rapidly. Currently, there are 2,096 units under Section 8. If this application is approved, it will be increased to 2,364.

Vice President Fussell moved to adopt Resolution No. 2633 and Commissioner Brooks seconded the motion. Resolution No. 2633 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2634

RESOLUTION APPROVING OPERATING BUDGET REVISION NO. 1
FOR THE PERIOD OCTOBER 1, 1984 TO SEPTEMBER 30, 1985
COVERING LOW RENT PROJECTS UNDER CONTRACT SF-255

* *

WHEREAS, on July 3, 1984, the Commission, by Resolution No. 2598, adopted the Low Rent Housing Program Operating Budget for the period of October 1, 1984 through September 30, 1985; and

WHEREAS, there is attached hereto and marked Exhibit A, the Budget Revision in summary form for the Low Rent Housing Program operations under Contract SF-255 covering the fiscal operational period October 1, 1984 through September 30, 1985; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low income families and that the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for Federal funding in excess of that payable under the provisions of the current Performance Funding System regulations, and that all proposed rental charges and expenditures will be consistent with provisions of law and Annual Contributions Contract; and

WHEREAS, the San Francisco Housing Authority certifies that it is in compliance with Section 207(A), Part II, of the Annual Contributions Contract, and the rents have been or will be adjusted in accordance with the HUD approved rent schedule; and

WHEREAS, pursuant to the rent schedule aproved by HUD, the San Francisco Housing Authority certified that it is in compliance with the provisions of Section 860.407 of Part 860, Sub-part D of the Interim Report published September 26, 1975 in that aggregate annual gross rent of families residing in the dwelling units for the fiscal year beginning October 1, 1982 will not be less than that amount equal to one-fifth (1/5) of the sum of the "Family Income" as defined in 24CFR860.403(f), of all such families, as amended and in compliance with HUD Interim Rule H-82-38.

WHEREAS, the Low Rent Housing Program Operating Budget for the period October 1, 1984 through September 30, 1985 as approved by Resolution No. 2598 is now considered to be insufficient to meet present spending levels based on past history, three (3) months spending averages and expected spending levels to meet maintenance needs. The Acting Director of Finance with personnel from Touche Ross and Company have revised the budget by a net amount of $1,534,050. This upward revision is now considered the best estimate of the Authority's anticipated level of spending; and

WHEREAS, the Authority is faced with negative cash flows based on the existing budget and present spending levels. Unpaid accounts payables are mounting. The Finance Committee met on Friday, February 1, 1985 and on Friday, February 8, 1985 to review and recommend actions to balance the budget. The Finance Committee recommends spending cuts in certain budget categories to achieve a balanced budget. The initial cuts are to take place effective March 1, 1985 and subsequent.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

(1) That the budget marked "Exhibit A" attached hereto is hereby approved for submission to HUD Area Office.

(2) This Resolution is effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

EXHIBIT A

OPERATING BUDGET
Low-Rent Housing Program

02-07-85

For Fiscal Year Ending ____September 30, 1985____.

Dwelling Units= 6,884 Unit Months Availabilty = 82,608

		Original Approved		Revision		VARIANCE
		P.U.M.	AMOUNT	P.U.M.	AMOUNT	
	OPERATING RECEIPTS:					
110	Dwelling Rentals	137.34	11,345,450	133.31	11,012,740	(332,710)
120	Excess Utilities	0.00	0	0.00	0	0
130	Nondwelling Rentals	0.11	8,710	0.24	20,100	11,390
140	Total Rental Income	137.45	11,354,160	133.55	11,032,840	(321,320)
150	Interest on General Fund Investment	4.40	363,860	1.38	114,000	(249,860)
160	Other Operating Receipts	0.44	36,000	1.31	108,000	72,000
190	TOTAL OPERATING RECEIPTS	142.29	11,754,020	136.24	11,254,840	(499,180)
	OPERATING EXPENDITURES:					
	ADMINISTRATION:					
10	Salaries	46.05	3,804,240	45.60	3,766,860	(37,380)
20	Admin. Expenses Other Salaries	5.93	489,730	7.09	585,390	95,660
90	TOTAL ADMINISTRATION EXPENSES	51.98	4,293,970	52.69	4,352,250	58,280
	TENANT SERVICES:					
10	Salaries	4.40	363,070	4.40	363,070	0
20	Recreation, Publications, & Other Svcs	0.51	42,500	0.51	42,500	0
30	Contract Costs - Training & Others	0.37	30,920	0.37	30,920	0
90	TOTAL TENANT SERVICES EXPENSES	5.28	436,490	5.28	436,490	0
	UTILITIES:					
10	Labor	0.00	0	0.00	0	0
20	Utilities	79.47	6,564,720	79.47	6,564,720	0
90	TOTAL UTILITIES EXPENSES	79.47	6,564,720	79.47	6,564,720	0
	ORDINARY MAINTENANCE & OPERATIONS:					
410	Labor	42.19	3,485,300	42.49	3,510,160	24,860
420	Materials	8.96	740,000	10.89	900,000	160,000
430	Contract Costs	34.65	2,862,470	39.78	3,286,470	424,000
450	TOTAL ORDINARY MAINTENANCE EXPENSES	85.80	7,087,770	93.16	7,696,630	608,860
	PROTECTIVE SERVICES:					
460	Labor	1.37	112,950	1.17	96,350	(16,600)
470	Materials	0.01	600	0.03	2,500	1,900
480	Contract Costs	0.58	48,000	0.51	42,000	(6,000)
490	TOTAL PROTECTIVE SERVICES EXPENSES	1.96	161,550	1.71	140,850	(20,700)

	GENERAL EXPENSES:					
910	Insurance	10.07	831,950	10.07	831,950	0
920	Payment in Lieu of Taxes	0.00	0	0.00	0	0
930	Terminal Leave Payments	0.36	30,000	0.36	30,000	0
940	Employee Benefit Contributions	32.93	2,720,030	35.61	2,941,840	221,810
950	Collection Losses	2.22	183,000	2.91	240,000	57,000
960	Other General Expenses	0.09	7,800	0.85	70,000	62,200
990	TOTAL GENERAL EXPENSES	45.67	3,772,780	49.80	4,113,790	341,010
000	TOTAL ROUTINE EXPENSES	270.16	22,317,280	282.11	23,304,730	987,450
710	RENTS TO OWNERS OF LEASED DWELLINGS	0.00	0	0.00	0	0
990	TOTAL OPERATING EXPENSES	270.16	22,317,280	282.11	23,304,730	987,450
	NON-ROUTINE EXPENDITURES:					
910	Extraordinary Maintenance	0.00	0	5.33	440,000	440,000
920	Replacement of Equipment	0.30	25,000	0.06	5,000	(20,000)
930	Betterments & Additions	0.24	20,000	0.06	5,000	(15,000)
940	Other Non-routine Expenditures	2.00	165,000	3.71	306,600	141,600
990	TOTAL NON-ROUTINE EXPENDITURES	2.54	210,000	9.16	756,600	546,600
	OTHER EXPENDITURES:					
810	Prior Year Adjustments	0.00	0	0.00	0	0
920	Other Deductions	0.00	0	0.00	0	0
930	TOTAL OTHER EXPENDITURES	0.00	0	0.00	0	0
990	TOTAL OPERATING EXPENDITURES	272.70	22,527,280	291.27	24,061,330	1,534,050
900	RESIDUAL RECEIPTS (OR DEFICIT) BEFORE H.U.D. CONTRIBUTIONS & PROVISION FOR OPERATING RESERVE	-130.41	(10,773,260)	-155.03	(12,806,490)	(2,033,230)
910	Basic Annual Contribution (Leased Project)	0.00	0	0.00	0	0
920	RESIDUAL RECEIPTS (OR DEFICIT) BEFORE OTHER H.U.D. CONTRIBUTION & PROVISION FOR OPERATING RESERVE	-130.41	(10,773,260)	-155.03	(12,806,490)	2,033,230
	OTHER H.U.D. CONTRIBUTIONS:					
930	Operating Subsidy	140.39	11,597,012	145.51	12,020,110	423,098
940	Adj.(+$18,782 "D"form & -$20,888 "ret.subs).	-0.25	(20,888)	-0.03	(2,106)	18,782
950	Utility Adjustment for FY 1982-83	-17.33	(1,431,765)	-17.33	(1,431,765)	0
950a	Utility Adjustment for FY 1983-84	0.00	0	0.96	78,901	78,901
960	TOTAL OTHER H.U.D. CONTRIBUTIONS	122.80	10,144,359	129.11	10,665,140	520,781
970	Residual Receipts(or Deficit)before Reserve	-7.61	(628,901)	-25.92	(2,141,350)	1,512,449
980	Provision for Operating Reserve	-7.61	(628,901)	-25.92	(2,141,350)	1,512,449
990	Residual Receipts (or Deficit)	0.00	0	0.00	0	0

Mr. Williams stated that this resolution revises the current budget and is based on making the necessary cuts in order to balance the budget. Some items are being increased such as maintenance and extraordinary maintenance. It is necessary that the level of deficit spending be curtailed to avoid going into further debt. The following proposal has been made to the Finance Committee in addition to the adoption of the budget: a 10% reduction in the compensation level for all executives and management personnel, beginning April 1, 1985 and that this level of compensation also be adopted for the next fiscal year beginning October 1; the elimination of 15 management positions; the elimination of 21 non-management administrative positions; lay off of 36 grounds people. To offset the loss of these grounds workers, a Resident Incentive Program will be instituted whereby as an incentive to residents to maintain and improve the appearance and surrounding of their resident, tenants will be recruited and trained in each of the family developments to assume responsibility for a certain level of ground upkeep and light duty maintenance work. Persons who volunteer for this program will be compensated at a rate of $4 per hour, and will work 3 days per week for approximately 4-4 1/2 hrs. Residents who volunteer for this program will be charged a flat $100 for their rent. Although these reductions are very deep they have been designed in such a way to minimize the impact on the Authority's basic property management functions and delivery of services to the residents. Mr. Williams called on Mr. Jessie Fennell, Acting Director of Finance who went through the various line items in the budget and explained the revisions.

For purposes of discussion, Vice President Fussell moved to adopt Resolution No. 2634 and Commissioner Cook seconded the motion.

Commissioner Brooks expressed her opposition to the lay off of 36 laborers. Commissioner Chuck asked about the probability of rehiring the persons once the Authority is solvent. Mr. Williams replied that President Reagan's budget message is that operating subsidies to public housing will be reduced, it is not possible to give any assurances that next year the situation will improve to the point where the Authority will be able to rehire these persons. Commissioner Cook asked if this budget will balance the books, with the exception of the debts. Mr. Fennell stated that this budget is based on a balanced concept and also depends on the efforts that will be maintained throughout the Authority to hold and cut spending wherever possible. President Westbrook called on the following persons who expressed their concerns regarding the budget revisions, the resident incentive program, the lay offs and the possibility of selling public housing units: Helen Mason, Sunnydale; Margaret Butz, Local 390/400; Patricia Accooe, Potrero; Ms. Johnson; Jewel Green, Hunters View; Linda Williams, Plaza West; Mr. Powell, Alemany.

Vice President Fussell called for the question. Resolution No. 2634 was UNANIMOUSLY ADOPTED.

President Westbrook asked those tenants having problems to bring it before the Tenant Relations Committee meeting on February 25.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of February 14, 1985 was adjourned at 11:05 a.m.

ELOUISE WESTBROOK, President

CARL L. WILLIAMS
Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a special meeting on Wednesday, February 27, 1985 at 2:00 p.m., in the Commission Room at 440 Turk Street.

The item for discussion will be:

1. A Personnel Matter.

Immediately following the Special Meeting, the Commission will meet in an Executive Session for the purpose of discussing a personnel matter and to consider such other business as may be necessary and proper in connection therewith.

Elouise Westbrook
Elouise Westbrook, President

Dated at San Francisco, California, this 25th day of February, 1985

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Special

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Special Meeting Held:
Wednesday, February 27, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 440 Turk Street, San Francisco, California on Wednesday, February 27, 1985 at 2:00 p.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 2:00 p.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

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A quorum was present.

ALSO PRESENT: Geraldine Chavis, Legal Counsel

President Westbrook requested that Vice President Fussell chair the meeting.

2. APPROVAL OF AGENDA:

Vice President Fussell stated that the purpose of the meeting is of a personnel nature. The Executive Director of the Housing Authority has a statement that that he would like to make to the Commission and to the public. Also, there are individuals who would like to speak. Vice President Fussell asked that they fill out a card.

Vice President Fussell also noted that this is a public meeting at the request of the Executive Director.

3. VISITORS:

The following visitors filled out cards:

Ida Strickland
Geraldine Johnson, Coalition of Black Trade Union
Jamie Jamerson, Contractor
Mary M. Swanson, PHTA
Jewell Green, Hunters View
Linda Williams, Plaza
James Fields
Yvonne Golden, Black Progressive Caucas

4. NEW BUSINESS:

Vice President Fussell called on Mr. Carl L. Williams. Mr. Williams stated that he requested that this meeting be conducted in an open session because it was important to him, his family and to those persons he cared about and who cared about him, to present to the Commission and to the public, the things that were on his mind and to present a balanced and proper perspective of his tenure as executive director. He thanked the Commission for granting him the opportunity.

Mr. Williams read the following statement:

President Westbrook and Commissioners:

On Monday, February 23, 1985, Mayor Dianne Feinstein informed me that she was directing the Commission to seek my resignation, and if necessary my termination. This ultimatum brings to a conclusion six and one-half years of unrelenting commitment on my part to establishing a respectable, responsive and well-managed public housing program.

I regret very much that during the past two months the many successes I have shared with you have been forgotten. Together we have moved this Authority forward on many, many fronts:

1) We have virtually eliminated our backlog of vacant units;

2) Rosa Parks Senior Apartments stands as a memorial to our dedication for the survival of public housing;

3) Several physical improvement projects have been completed;

4) The hiring of public housing residents in substantial numbers has been accomplished;

5) Rental collections have reached an all-time high;

6) The Section 8 Program is one of the most successful in the United States;

7) We have created new avenues for tenant input and participation in the affairs of the Authority;

8) For the first time in the history of the Authority, we had an employee and residents awards and appreciation dinner;

9) In 1981, I was the recipient of a "Special Achievement Award" from the Mayor's Fiscal Advisory Committee.

10) In 1980 we concluded collective bargaining agreements with the craft unions. These agreements were the first of their kind for the Authority and they provide the framework for the reforms that must take place in work assignments and jurisdictions.

Against this record of undeniable success and hard work on my part, you must now decide whether to accept my resignation or to terminate me. Why are you at this juncture? There has been no finding of abuse or malfeasance on my part; and I am confident that there will never be any such finding.

There is no basis in fact for the insinuation of nepotism. Mr. Jim Williams was hired by this Authority long before I became Executive Director. The rationale for excluding him in the planned layoff was reviewed and approved by the Finance Committee of the Commission and that rationale was based on considerations wholly apart from family ties.

I do plead guilty, however, to entrusting the former Director of Finance with the responsibility of apprising me - and you - with the essential facts and analysis necessary to formulate informed financial policy. Each of you know me and my commitment to excellent. I have never intentionally misled you; I have never intentionally kept important information from you. Surely, you must know in your hearts that I would not have made the fateful decisions that I have now learned were made without my approval or consultation. I know that I must accept the responsibility for the failures of certain key staff. Despite the view held in some quarters, I have accepted that responsibility.

During these past two months I and my family, and this Authority have been subjected to the most severe criticism and scrutiny imaginable as a result of these failures. I must now pay the ultimate price for this responsibility.

Therefore, I submit to you my resignation as Executive Director effective this day, February 27, 1985.

I wish you well as you move forward to recover the Authority. I leave with my head high, my spirit unbroken, and with pride in my tenure as your Executive Director.

C.L.W.

Vice President Fussell stated that the Commission has three resolutions dealing directly or indirectly with this matter. Prior to the introduction of the resolutions, he called on the following tenants and acquaintances of Mr. Williams who wished to speak on this matter: Ida Strickland; Jamie Jamerson, Geraldine Johnson, Yvonne Golden, Linda Williams, Jewell Green, Mary Swanson. The visitors spoke in support of Mr. Williams and thanked him for a job well done. Concerns were also raised regarding the Authority's financial crisis and the future of public housing in San Francisco.

(a) RESOLUTION NO. 2635

RESOLUTION ACCEPTING THE RESIGNATION OF CARL L. WILLIAMS AS EXECUTIVE DIRECTOR OF THE SAN FRANCISCO HOUSING AUTHORITY

* * * * * * * * * * * * * * * * * * * *

WHEREAS, the Commission of the San Francisco Housing Authority meeting as Personnel Committee of the whole has received the resignation of Carl L. Williams as Executive Director, dated February 27, 1985; and

WHEREAS, the Commission feels that it is in the best interest of the Authority to accept Mr. Williams' resignation;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the resignation of Carl L. Williams as Executive Director of the San Francisco Housing Authority be accepted, effective immediately, and the Commission thanks Mr. Williams for the service he has rendered as Executive Director.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Vice President Fussell read aloud Resolution No. 2635. Commissioner Cook moved to adopt Resolution No. 2635 and Commissioner Brooks seconded the motion. Resolution No. 2635 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2636

RESOLUTION APPOINTING WILBUR HAMILTON
AS ACTING EXECUTIVE DIRECTOR OF THE
THE SAN FRANCISCO HOUSING AUTHORITY
* * * * * * * * * * * * * * * * * * * *

WHEREAS, Carl L. Williams has resigned as Executive Director of the San Francisco Housing Authority; and

WHEREAS, it is imperative that the Commission take immediate steps to appoint an Acting Executive Director to administer the Housing Authority; and

WHEREAS, Wilbur Hamilton has been recommended by the Mayor to serve as Acting Executive Director;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. Wilbur Hamilton be named Acting Executive Director of the San Francisco Housing Authority effective 8:30 a.m. March 4, 1985 through and until such time as the Commission appoints a permanent Executive Director and be designated as the Secretary-Treasurer of the Commission.

2. This resolution take effect immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Vice President Fussell read aloud Resolution No. 2636. Commissioner Cook moved to adopt Resolution No. 2636 and Commissioner Brooks seconded the motion. Resolution No. 2636 was UNANIMOUSLY ADOPTED.

RESOLUTION NO. 2637

RESOLUTION APPOINTING MILTON F. REITERMAN
AS INTERIM ACTING EXECUTIVE DIRECTOR OF
THE SAN FRANCISCO HOUSING AUTHORITY
* *

WHEREAS, Carl L. Williams has resigned as Executive Director of the San Francisco Housing Authority effective February 27, 1985; and

WHEREAS, Wilbur Hamilton has been named by the Commission to serve as Acting Executive Director;

WHEREAS, Wilbur Hamilton will be unable to fully assume the duties of Acting Executive Director until March 4, 1985;

WHEREAS, it is in the best interest of the Housing Authority to have an Interim Acting Executive Director until Mr. Hamilton can assume the duties of Acting Executive Director;

WHEREAS, it has been recommended by the Commission that Milton F. Reiterman serve as Interim Acting Executive Director;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. Milton F. Reiterman be named Interim Acting Executive Director of the San Francisco Housing Authority effective immediately until 8:30 a.m. March 4, 1985.

2. This resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Vice President Fussell read aloud Resolution No. 2637. Commissioner Cook moved to adopt Resolution No. 2637 and Commissioner San Jule seconded the motion. Resolution No. 2637 was UNANIMOUSLY ADOPTED.

5. ADJOURNMENT:

There being no further business to come before the Commission, the special meeting of February 27, 1985 was adjourned at 3:10 p.m.

_____
ELOUISE WESTBROOK, President

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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February 25, 1985

P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, FEBRUARY 28, 1985 AT 440 TURK STREET.

Bernard J. Deasy

Carl L. Williams
Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY February 28, 1985
9:30 A.M, 440 TURK STREET, SAN FRANCISCO, CALIFORNIA

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * *

1. ROLL CALL:

Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

(a) Resolution - Resolution Authorizing the Section 8 Department to Submit an Application for Section 8 Housing Vouchers.

(b) Resolution - Resolution to Award Contract for Cal. 1-15, Ping Yuen.

12. ADJOURNMENT:

for Bernard J. Dercy
Carl L. Williams
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, February 28, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, February 28, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
Joan San Jule, Commissioner (arrived 9:37)
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner (arrived 9:36)

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ABSENT: James Fussell, Jr., Vice President

A quorum was present.

ALSO PRESENT: Milton F. Reiterman, Interim Acting Executive Director

2. VISITORS:

Mary Ridout, Alice Griffith
Linda Williams, Plaza West
Christine Neal, Alice Griffith
Bessie Mae Combs, Valencia Gardens
Colina Lowe, Wesbrook Apartments
Cynthia Lowe
Louise Hall, Alice Griffith
Melvina Powell, Westside Courts
Cleola Richardson, Westside Courts
Mary McAlister, Valencia Gardens

3. APPROVAL OF AGENDA:

Commissioner Cook moved to approve the agenda of February 28, 1985 and Commissioner Brooks seconded the motion. The agenda of February 28, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of January 24, 1985 and Commissioner Brooks seconded the motion. The minutes of January 24, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the Committee met briefly last Monday, February 25. They will continue discussions of ways to better bridge communications between tenants and staff at the next meeting.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Mary Swanson, President, observed that the police have been present at the last few Commission meetings and asked if this was the policy. Mr. Reiterman replied that it is not the policy to have the police at the meetings except in unusual circumstances. Ms. Swanson also requested that PHTA be provided Finance Committee reports. President Westbrook stated that Finance Committee reports will be provided to PHTA.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2638

RESOLUTION AUTHORIZING THE SECTION 8 DEPARTMENT TO PLACE AN APPLICATION FOR SECTION 8 HOUSING VOUCHERS

* * * * * * * * * * * * * * * * * * * *

WHEREAS, the approved Housing Assistance Plan for the City and County of San Francisco includes the need to provide additional housing for low and very low income families by subsidizing the rental of existing standard units in the City and County of San Francisco by means provided under the Section 8 programs administered by the Department of Housing and Urban Development (HUD); and

WHEREAS, the San Francisco Housing Authority has been notified by HUD that 252 Section 8 Housing Vouchers have been made available in support of the City's Rental Rehabilitation Program; and

WHEREAS, the Executive Director of the San Francisco Housing Authority designated the Section 8 Department as the department responsible for administering the Section 8 Housing Vouchers.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Section 8 Department of the San Francisco Housing Authority is hereby authorized to submit an application to HUD for Section 8 Housing Vouchers in support of the Rental Rehabilitation Program.

2. That this Resolution shall become effective immediately.

3. That should any conflict arise between this Resolution and any other Resolution of the Authority heretofore adopted and not in force and effect, this Resolution shall prevail to the extent of such conflict.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Mr. Reiterman called on Mr. Thomas Gholson, Administrator, Leased Housing Department, who reviewed and provided background information regarding this resolution. The Authority has been notified by HUD that there are 252 Section 8 Housing Vouchers available to support the City's Rental Rehabilitation Program. This resolution will authorize the Authority to submit an application to HUD for the vouchers. Mr. Gholson answered questions raised by the Commissioners regarding the Rental Rehabilitation Program.

Commissioner San Jule moved to adopt Resolution No. 2638 and Commissioner Chuck seconded the motion. Resolution No. 2638 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO.____

RESOLUTION AUTHORIZING AWARD OF CONTRACT
FOR BATHROOM SHOWER INSTALLATIONS PROJECT
AT PING YUEN, CAL. 1-15
* *

WHEREAS, on December 17, 1984, this Authority advertised for bids for the bathroom shower installations project at Ping Yuen, Cal. 1-15; and

WHEREAS, on January 22, 1985, the following bids were received for the work, publicly opened and read aloud:

1.	Transworld Construction, Inc.	$334,900.00
2.	Carlin Construction Company	$423,200.00
3.	Thomas and Cottrell Construction	$353,000.00

WHEREAS, the Authority has determined that funds are provided in the amount of $359,040.00 on the 1984-85 Community Development Program budget as a line item for this project; and

WHEREAS, the Authority has evaluated the bid and found the bid to be in order;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. A contract for the work be awarded to Transworld Construction, Inc., in the amount of $334,900.00.

2. That this action shall not constitute notice to the Bidder of the award of contract, and no award shall be effective until the contractor is given written notice thereof.

3. That this action is contingent upon receipt and approval of the contractor's Affirmative Action Program and evidence of bondability.

4. That the Secretary/Executive Director is authorized and is directed to execute a contract with the abovementioned contractor on behalf of this Authority.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Mr. Reiterman called on Mr. Evert Heynneman of Program Development who reviewed the resolution. This resolution authorizes the awarding of a contract for the bathroom remodeling at Cal 1-15, Ping Yuen Project.

A very lengthy discussion followed and several concerns were raised. Commissioner Cook stated that he could not support this resolution in light of the fact that the Authority faces more pressing problems such as fire code violations and life and safety matters. Commissioner Westbrook stated that in some areas the conditions inside of the homes were deplorable. She

commended the Ping Yuen Tenants Association for seeking the funds to make improvements in their area but faulted staff for not looking at all the projects and coming up with priorities of things that needed to be done throughout all the areas.

Commissioner Cook moved to not adopt this resolution and that staff come up with recommendations and priorities on how to spend this money. Commissioner Brooks seconded the motion.

Another lenghthy discussion followed. Commissioner Chuck asked when was the last time work was done to the bathrooms in Ping Yuen. Mr. Lee stated that Ping Yuen is 32 years old and there has been no work on the bathrooms. Mr. George Lee and Mr. Watson Low of Ping Yuen Tenants Association (PYTA) both spoke in support of this resolution. A spokeswoman from the Chinatown Neighborhood Improvement Association agreed that other projects need other things more than bathrooms. However tenants of Ping Yuen should not be penalized for the problems that the Authority is facing. On its own, PYTA sought these funds and they were approved by OCD over nine months ago. For future funding, if an overall study is done by staff and they list priorities of how the money can best be spent, PYTA would support that. Commissioner Westbrook stated that she did not like to see tenants competing against tenants and that these funds have already been approved for Ping Yuen and Alemany.

Commissioner San Jule made a new motion that this resolution be tabled and that staff provide the Commission with a list of priorities of how the money can best be spent with special consideration given to Ping Yuen and Alemany in their need for bathroom renovation. Commissioner Brooks seconded the motion.

A roll call vote was taken on the first motion made by Commissioner Cook that this resolution not be adopted and that staff come up with priorities of how to use the money:

Westbrook - No
San Jule - No
Cook - Aye
Brooks - No
Patterson - No
Chuck - No

The motion did not carry.

A roll call vote was taken on the second motion made by Commissioner San Jule to table the resolution and that staff provide the Commission with a list of priorities of how the money can best be spent with special consideration given to Ping Yuen and Alemany in their need for bathroom renovation.

Westbrook - Yes
San Jule - Yes
Cook - No
Brooks - Yes
Patterson - Yes
Chuck - Yes

The motion carried.

Mr. Reiterman called on the visitors who filled out cards and raised the following concerns: Cynthia Lowe - waiting list for housing. President Westbrook referred this matter to Dennis Guest and asked Mr. Guest to report back to the Commission on what action was taken. Calina Lowe- President, Westbrook Apartments - no water in front for their lawns. President Westbrook stated that although there are no water sprinklers, they do have nice apartments inside. Given the deficit and other priorities, money probably would not be spent for sprinklers at

this time. Mary McAllister - Senior, Valencia Gardens, asked if seniors have to move out of family housing. President Westbrook stated that if a senior wishes to move out of family housing into senior housing they may but it is not mandatory.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of February 28, 1985 was adjourned at 11:05 a.m.

ELOUISE WESTBROOK, President

MILTON F. REITERMAN
Interim Acting
Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

March 12, 1985

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H4
3/14/85

P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, MARCH 14, 1985 AT 440 TURK STREET.

Wilbur W. Hamilton
Acting Secretary/Executive Director

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1/14/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, March 14, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbeook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Beatrice Patterson, Commissioner
   Reverend Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:
   Special Meeting of February 27, 1985
   Regular Meeting of February 28, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

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10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution Authorizing Award of Contracts for Interim Executive Office Personnel:

      1) Wilbur W. Hamilton, Executive Director

      2) Jane P. Hale, Deputy Executive Director for Finance and Administration

      3) Estelle Crawford, Executive Secretary

12 ADJOURNMENT:

W. Hamilton

Wilbur W. Hamilton
Acting Secretary/Executive Director

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3/14/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, March 14, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, March 14, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

ABSENT: James Fussell, Jr., Vice President

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Acting Executive Director

2. VISITORS:

Kay Kardosky, Sunnydale
Dorothy Sims, Alice Griffith
Louise Hall, Alice Griffith
Christine Neal, Alice Griffith
Jimmie Mumphery, Hunters View
James Franklin, PHTA
Ann Peterson, Hayes Valley
Doreen Der-McLeod, Ping Yuen

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3. APPROVAL OF AGENDA:

Mr. Hamilton amended the agenda as follows: New Business: Item (a) 2 - Contract for Jane Hale deleted--to be held over to next Commission meeting.

Commissioner Chuck moved to approve the agenda of March 14, 1985 as amended and Commissioner Brooks seconded the motion. The amended agenda of March 14, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Brooks moved to approve the minutes of the special meeting of February 27, 1985 and the regular meeting of February 28, 1985 and Commissioner Chuck seconded the motion. The minutes of February 27, 1985 and February 28, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the Committee will be meeting Monday, March 18, 1985, 10:30.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Mr. Hamilton noted that the written report of PHTA Activities has been submitted by Ms. Mary Swanson, President. Mrs. Maybelline Hubbard, Vice President, read the report. A very lenghty discussion followed regarding several issues raised in the report. Commissioner Cook stressed the importance of documenting in writing the various allegations in the report.

Thelma Kavanagh, President of Seniors Citizen City-Wide Council, introduced herself and stated that as president she will be more involved in Commission meetings and Tenant Relations Committee meetings.

Mr. Hamilton responded to the concerns expressed by the tenants regarding accountability. He assured the Commission and tenants that he will institute procedures that will hold him and staff accountable to the Commission for responding to every complaint lodged against the Authority.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2639

RESOLUTION AUTHORIZING THE PRESIDENT OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO TO EXECUTE TWO LETTERS OF AGREEMENT

* *

WHEREAS, Carl L. Williams resigned as Executive Director of the San Francisco Housing Authority; and

WHEREAS, the Commission of the Housing Authority of the City and County of San Francisco named Wilbur W. Hamilton as Acting Executive Director; and

WHEREAS, Wilbur W. Hamilton expressed his preference to have Estelle Crawford act as his Executive Secretary; and

WHEREAS, Wilbur W. Hamilton and Estelle Crawford are employees of the Redevelopment Agency of the City and County of San Francisco; and

WHEREAS, it is the intent that both Wilbur W. Hamilton and Estelle Crawford remain employees of the Redevelopment Agency of the City and County of San Francisco;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The President of the Commission of the Housing Authority of the City and County of San Francisco be authorized to execute separate letters of agreement for the services of Wilbur W. Hamilton and Estelle Crawford between the Housing Authority of the City and County of San Francisco and the Redevelopment Agency of the City and County of San Francisco.

2. These Letters of Agreement dated March 4, 1985 be approved in substantially the form submitted and attached hereto.

3. That these letters of Agreement be approved subject to HUD approval.

Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes the president of the Commission to execute two letters of agreement: 1) for the services of Wilbur W. Hamilton, Acting Executive Director, and 2) for the services of Estelle Crawford, his Executive Secretary.

After some discussion Commissioner Chuck moved to adopt Resolution No. 2639 and Commissioner Brooks seconded the motion. Resolution No. 2639 was UNANIMOUSLY ADOPTED.

LETTER AGREEMENT

This Letter Agreement is entered into March 4, 1985, by and between the Housing Authority of the City and County of San Francisco, a public body, corporate and politic, (hereinafter designated as the "Authority"), and the Redevelopment Agency of the City and County of San Francisco, a public body, corporate and politic, (hereinafter designated as the "Agency").

WITNESSETH:

WHEREAS, on February 27, 1985 the Authority approved the appointment of Wilbur W. Hamilton as Acting Executive Director for a period not to exceed six (6) months; and

WHEREAS, on February 26, 1985 the Agency authorized Mr. Hamilton to accept said appointment subject to the Authority so acting;

NOW, THEREFORE, IT IS AGREED THAT:

1. The term of this Letter Agreement shall be from March 4, 1985 through August 30, 1985.

2. The Agency shall provide the services of the above named employee to fill the position of Acting Executive Director for the Authority and to carry out the duties as set forth in attached Exhibit A, Duty Statement, which is included herein by reference and made a part of this Agreement.

3. At all times during the performance of this Agreement, said employee shall remain an employee of the Agency and shall be entitled to all fringe benefits and privileges afforded such employment.

4. In the performance of services pursuant to this Agreement, said employee shall be responsible to the Commission of the Authority.

5. In consideration of the Agency providing the services of the employee, the Authority shall reimburse the Agency for the actual salary, staff benefits and pay increases paid to said employee pursuant to the Agency's annual salary resolution in effect during the time of performance of services pursuant to this Agreement. This amount is estimated to be $54,050 for a six month period commencing March 4, 1985.

6. The Agency shall periodically invoice the Authority for the amounts provided in paragraph 5 above, and payments shall be made pursuant to and within a reasonable time of receipt of such invoices.

7. In addition to the compensation provided above, the Authority will reimburse Mr. Hamilton for the following expenses:

   (a) Travel and subsistence expenses authorized by the Authority in connection with the performance of the Acting Executive Director's services pursuant to this Agreement outside the City of San Francisco, based upon the actual cost of his transportation by common carrier, or the sum of twenty two cents ($0.22) per mile if the travel is performed by privately owned automobile, and not to exceed the reasonable cost of a hotel room and up to the sum of Twenty-Five Dollars ($25.00) per day for actual personal subsistence, all expenses supported by detailed records.

8. The Authority shall take and assume all responsiblity for the services rendered in connection with this Agreement. The Authority shall bear all losses and damages directly or indirectly resulting to it and the Agency on account of the performances or character of the services rendered pursuant to this Agreement. The Authority shall assume the defense of and indemnify and save harmless the Agency and its Commissioners, officers, agents, and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly resulting from the nature of the services covered by the Agreement.

9. This Agreement may be amended only by written agreement of both parties. There are no oral understandings or agreements not incorporated herein.

10. This Agreement may be terminated by either party, at its sole discretion, upon fifteen (15) days' written notice thereof to the other party.

11. Except for approved eligible administrative or personnel costs, no employee, agent, consultant, officer or official of the Agency or of any subrecipient of Community Development Block Grant funds (as defined in 24 CFR 570.204) who exercises any functions or responsibilities with respect to activities pursuant to this Contract or who is in a position to participate in a decision making process or gain inside information with regard to such activities, shall obtain a personal or financial interest in or benefit from the activity, or have an interest in any

contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties during his or her tenure or for one (1) year thereafter.

IN WITNESS WHEREOF, the Agency and the Authority have executed this Agreement as of the date first above written.

REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO

By: _____
REDMOND F. KERNAN
Acting Executive Director

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

By: _____

Title: _____

APPROVED AS TO FORM:

_____
AGENCY GENERAL COUNSEL

_____
AUTHORITY GENERAL COUNSEL

EXHIBIT A

SAN FRANCISCO HOUSING AUTHORITY

CLASS TITLE: EXECUTIVE DIRECTOR, HOUSING AUTHORITY

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the San Francisco Housing Authority Commission, plans, organizes and directs the activities of the Authority; supervises and coordinates the development of Housing Authority plans, programs and projects; serves as Treasurer of the Authority and is responsible for all monies, bonds, securities and other assets; serves as Secretary to the Commission; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs the activities and operations of the San Francisco Housing Authority, including project planning, development, management, public information, purchasing, property control, budgeting, accounting, personnel management and tenant relations; formulates work programs, assigns schedules and reviews the program of work; supervises the preparation and administration of the Authority's budget; directs the maintenance of necessary records and reports.

2. Directs the development of long range and comprehensive plans, projects and programs for the Authority; explains, advises and recommends on such matters before the Commission; prepares and recommends policy statements for consideration by the Commission.

3. Serves as Treasurer to the San Francisco Housing Authority; takes necessary action to insure the judicious management of all Housing Authority monies, bonds, securities and other assets; directs and supervises the preparation and presentation of the annual budget; exercises budgetary control.

4. Serves as Secretary to the Commission; directs the preparation of the agenda and recording and certification of the meeting minutes; attends all Commission meetings and explains and recommends action on agenda items; prepares special and complex reports requiring unusual judgement when requested by the Commission.

5. Represents the Authority and the Commission before governmental officials, legislative bodies, news media and the general public; makes continual high level contacts with department heads, legislative bodies, governmental officials, business and financial interests and others.

6. Supervises the preparation of a variety of records, reports, documents and data; exercises sound judgement in analyzing complex administrative and public information problems; makes important administrative decisions in the solution of problems and in the establishment of new procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, preferably with major course work in public or business administration.

CLASS TITLE: EXECUTIVE DIRECTOR, HOUSING AUTHORITY

MINIMUM QUALIFICATIONS (Continued)

Requires at least ten years of progressively responsible administrative and governmental experience. Such experience preferably including at least four years of high level administrative responsibility requiring judgement and recommendation on policy, and including budgetary and public information activities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The operations, services and activities of the San Francisco Housing Authority; the principles, practices, purposes, scope and techniques of public housing; the principle of organization, management, personnel administration, and supervision; governmental financing, budgeting and accounting methods and procedures; applicable federal, state and local laws as well as agency guidelines as they relate to the operations of a Housing Authority.

Requires unusual ability to: Plan, organize, direct and review the work of subordinate employees; exercise sound judgement when making decisions on difficult administrative problems; speak and write effectively; deal tactfully and effectively with the press, general public, governmental officials and professional and technical persons and employees; coordinates the activities of the San Francisco Housing Authority with those of other governmental agencies and departments.

Title.	Code	Adopted
EXECUTIVE DIRECTOR		

Reports to	Dept.	Location
Housing Authority Commission	Executive	Turk St.

GENERAL CHARACTERISTICS

Manage directly or through subordinates operations and administration of all aspects of the Housing Authority. Together with the Authority Commission and the Mayor, establish policies for public housing in San Francisco.

EXAMPLES OF DUTIES

1. Formulate and coordinate Housing Authority policies and plans together with the Authority Commission and the Mayor of San Francisco.
2. Direct the development, coordination and implementation of policy with the Housing Authority Executive Staff.
3. Supervise and administer the overall implementation of Housing Authority policies. Monitor the effectiveness of such policies.
4. Represent the Authority before the public, HUD, Board of Supervisors, and city agencies as necessary.
5. Directly supervise the activities of the Authority Legal, Finance, Personnel and Labor Relations departments.
6. Meet with tenant groups, media, and public as required concerning Authority policies, programs or problems.
7. Establish sound fiscal and personnel policies for the Housing Authority.

Number of Employees Supervised Directly: 5 *Indirectly:* 400+ *Total:* 405
(Numbers are approximate)

MINIMUM QUALIFICATIONS

Education and/or Related Experience Equivalent to:

B.S. in Business, Public Administration and 12 years including 6 years at management level

Knowledge, Skills, Abilities, License:

Extensive knowledge and understanding of public agency management and funding.

LETTER AGREEMENT

This Letter Agreement is entered into March 4, 1985, by and between the Housing Authority of the City and County of San Francisco, a public body, corporate and politic, (hereinafter designated as the "Authority"), and the Redevelopment Agency of the City and County of San Francisco, a public body, corporate and politic, (hereinafter designated as the "Agency").

WITNESSETH:

WHEREAS, on February 27, 1985 the Authority approved the appointment of Wilbur W. Hamilton as Acting Executive Director for a period not to exceed six (6) months; and

WHEREAS, on February 26, 1985 the Agency authorized Mr. Hamilton to accept said appointment subject to the Authority so acting;

WHEREAS, the assumption of said duties by Mr. Hamilton will require executive secretarial support which will be provided by Estelle Crawford, an employee of the Agency;

NOW, THEREFORE, IT IS AGREED THAT:

1. The term of this Letter Agreement shall be from March 4, 1985 through August 30, 1985.

2. The Agency shall provide the services of the above named employee to fill the position of Executive Secretary to the Acting Executive Director of the Authority and to carry out the duties as set forth in attached Exhibit A, Duty Statement, which is included herein by reference and made a part of this Agreement.

3. At all times during the performance of this Agreement, said employee shall remain an employee of the Agency and shall be entitled to all fringe benefits and privileges afforded such employment.

4. In the performance of services pursuant to this Agreement, said employee shall be responsible to the Acting Executive Director of the Authority.

5. In consideration of the Agency providing the services of the employee, the Authority shall reimburse the Agency for the actual salary, staff benefits and pay increases paid to

said employee pursuant to the Agency's annual salary resolution in effect during the time of performance of services pursuant to this Agreement. This amount is estimated to be $19,914 for a six month period commencing March 4, 1985.

6. The Agency shall periodically invoice the Authority for the amounts provided in paragraph 5 above, and payments shall be made pursuant to and within a reasonable time of receipt of such invoices.

7. The Authority shall take and assume all responsiblity for the services rendered in connection with this Agreement. The Authority shall bear all losses and damages directly or indirectly resulting to it and the Agency on account of the performances or character of the services rendered pursuant to this Agreement. The Authority shall assume the defense of and indemnify and save harmless the Agency and its Commissioners, officers, agents, and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly resulting from the nature of the services covered by the Agreement.

8. This Agreement may be amended only by written agreement of both parties. There are no oral understandings or agreements not incorporated herein.

9. This Agreement may be terminated by either party, at its sole discretion, upon ten (10) days' written notice thereof to the other party.

10. Except for approved eligible administrative or personnel costs, no employee, agent, consultant, officer or official of the Agency or of any subrecipient of Community Development Block Grant funds (as defined in 24 CFR 570.204) who exercises any functions or responsibilities with respect to activities pursuant to this Contract or who is in a position to participate in a decision making process or gain inside information with regard to such activities, shall obtain a personal or financial interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties during his or her tenure or for one (1) year thereafter.

IN WITNESS WHEREOF, the Agency and the Authority have executed this Agreement as of the date first above written.

REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO

By: _____
REDMOND F. KERNAN
Acting Executive Director

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

By: _____

Title: _____

APPROVED AS TO FORM:

_____
AGENCY GENERAL COUNSEL

_____
AUTHORITY GENERAL COUNSEL

Commissioner Cook asked for an update on the status of a matter brought before the Finance Committee regarding a reporting system to the Commission. Mr. Hamilton replied that utilizing the Authority's data processing capability, staff is designing a program which will provide a report listing all major items which are before the Commission. It will show what action/decision has been made regarding each item, the staff person responsible, what further action, if any, is required.

Commissioner San Jule asked what has happened to the CDBG funds slated for Ping Yuen. Mr. Hamilton replied that he is meeting with Mr. Jim Johnson of the Office and Community Development tomorrow, March 15. Mr. Deasy replied further that in response to the Commission's request at the last meeting several things have occurred. A letter has been initiated to Mr. Johnson asking about the specific nature of this particular grant and whether or not it is within the discretion of the Authority to program it for other uses. Also, the contractor has been asked to extend the bid an extra 30 days. Finally, a comprehensive analysis of Housing Authority priorities is being compiled. This is a very extensive list. Also, staff is doing an analysis of capital improvements by projects and the source of funds, i.e. capital improvements, block grants, modernization, operating budget, etc. These reports will be presented to the Finance Committee and to the full Commission by the next Commission meeting.

Visitors - Mr. Hamilton called on the following visitors who addressed the Commission regarding their concerns: Mrs. Jimmie Mumphery, Hunters View; Mr. James Franklin - PHTA Report; Ms. Doreen Der-McLeod, Ping Yuen - CDBG monies for remodeling bathrooms in Ping Yuen. Ms. Der-McLeod submitted pictures of the bathrooms in Ping Yuen.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of March 14, 1985 was adjourned at 11:25 a.m.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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March 25, 1985

P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, MARCH 28, 1985 AT 440 TURK STREET.

Wilbur W. Hamilton
Interim Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, March 28, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Beatrice Patterson, Commissioner
   Reverend Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

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5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution Approving A contract for Professional Services with Jane P. Hale and Authorizing Execution Thereof.

   (b) Resolution - Resolution Authorizing the Interim Executive Director To Execute a Contract between the Housing Authority of the City and County of San Francisco and Touche Ross and Company.

   (c) Resolution - Resolution Authorizing the Purchase of IBM Equipment.

12. ADJOURNMENT:

Wilbur W. Hamilton
Interim Secretary/Executive Director

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H65
#3
3/28/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, March 28, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, March 28, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

ABSENT: James Fussell, Jr., Vice President

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director

2. VISITORS:

Eula Gilkey
Ruby Gantt, Buchanan Plaza
Maybelline Hubbard, Potrero Hill & PHTA
Melvina Powell, Westside Courts
Lorrie Smith, Local 790
Rosa Urquhart, Senior
Patricia Accooe, Potrero
Christine Neal, Alice Griffith

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3. APPROVAL OF AGENDA:

Commissioner Brooks moved to approve the agenda of March 28, 1985 and Commissioner Cook seconded the motion. The agenda of March 28, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of March 14, 1985 and Commissioner Brooks seconded the motion. The minutes of March 14, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the Committee will be meeting April 15, 1985, 10:00.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2640

RESOLUTION APPROVING A CONTRACT FOR PROFESSIONAL SERVICES WITH JANE P. HALE AND AUTHORIZING EXECUTION THEREOF

* *

WHEREAS, the San Francisco Housing Authority desires to engage a consultant to provide professional services in connection with fiscal and administrative matters; and

WHEREAS, the Authority has deterimined that the services required are of a technical and professional nature and the designated consultant is qualified to perform the services to be provided in accordance with the provisions of a Personal Services Contract; and

WHEREAS, the Authority has determined that the compensation to be paid the consultant is fair and proper under all circumstances and at rates not in excess of those which are customarily paid in this locality for equivalent services; now, therefore, be it

RESOLVED, by the San Francisco Housing Authority that, subject to HUD approval, the Interim Executive Director be, and he is hereby authorized to enter into and execute a Personal Services Contract with Jane P. Hale in the amount not to exceed $31,200 for a period of approximately three months commencing February 25, 1985 and ending May 31, 1985 in the form of Contract attached hereto and hereby approved with such changes that hereafter become necessary, which changes do not materially affect the substance of the Contract or materially increase the obligations of the Authority.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes the execution of a contract for professional services with Jane P. Hale to provide financial and administrative services under the title of Acting Deputy Executive Director of Finance and Administration. The matter was reviewed by the Finance Committee on March 23, 1985.

Commissioner Cook moved to adopt Resolution No. 2640 and Commissioner Brooks seconded the motion. Resolution No. 2640 was UNANIMOUSLY ADOPTED.

PERSONAL SERVICES CONTRACT

THIS CONTRACT entered into as of this 28th day of March, 1985, by and between the Housing Authority of the City and County of San Francisco, hereinafter referred to as the "Authority", and JANE P. HALE, hereinafter referred to as the "Contractor".

WITNESSETH THAT:

WHEREAS, the Director of Finance and Executive Director of the Housing Authority have resigned; and

WHEREAS, the Authority has many complex fiscal and administrative projects and programs that must be processed expeditiously during the next three months; and

WHEREAS, the Authority needs emergency assistance during a transition period; and

WHEREAS, the services for which the Contractor is to be employed are not such as could adequately be rendered by existing departments or employees; and

WHEREAS, Contractor represents herself able, and for consideration, willing to perform required services;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Scope of Services

   a. Contractor shall advise and assist the Acting Executive Director, and when selected, the new Executive Director, and other staff, as requested on financial and administrative matters.

   b. Provide testimony and represent the Authority at public hearings, conferences or other meetings as requested.

   c. Provide reports or other consultation as requested.

   d. Perform such other related functions and duties as may be assigned by the Acting Executive Director or new Executive Director.

2. Time of Performance

   a. The services of the Contractor are to commence on February 25, 1985 and shall continue through May 31, 1985.

   b. The Contractor agrees to devote as much time as shall be deemed necessary for carrying out functions and responsibilities set forth above.

3. Compensation and Method of Payment

   Compensation shall be paid to the Contractor in monthly installments upon receipt and approval by the Authority of requisitions setting forth the work actually completed. Total payments under this Agreement shall not exceed $31,200. The Contractor shall bill for her time at a rate of $64.00 per hour. In addition, expenses in connection with travel, long distance telephone calls, reproduction mailing and related items shall be reimbursed at direct cost. Also the Authority shall reimburse Contractor for cost of additional insurance and bonding required by this Contract, if requested.

4. Assignment of Contract

   The Contractor shall not assign her Contract, or any part thereof, without prior express written consent of the Authority.

5. Work Changes

a. The Authority reserves the right to order changes in the work to be performed hereunder by altering, adding to or deducting from the work. All such changes shall be incorporated in written change orders executed by the Contractor and the Authority which shall specify the changes ordered and the adjustment of compensation and completion time required therefor.

b. Any work added to the scope of this Contract by a change order shall be executed under all the applicable conditions of this Contract. No claim for additional compensation or extension of time shall be recognized unless contained in a change order duly executed on behalf of the Authority and Contractor.

c. The Executive Director has authority to execute, without further action of the Authority Commissioners, any number of change orders so long as their total effect does not increase the total compensation to be paid under this Contract.

6. Terms and Conditions

This Contract is subject to and incorporates the provisions of Attachment "A" hereto - Part II - Terms and Conditions (Form H-621B, dated February 1969) and to Attachment "B" -"Section 3" Clause. In these provisions, for the purpose of this Contract, the Local Public Agency is assumed to be the Authority.

7. Independent Contractor

The Contractor hereby declares that she is engaged in an independent business and agrees to perform said services as an independent contractor and not as the agent or employee of the Authority. The Contractor has and hereby retains the right to exercise full control and supervision of the services and full control over the employment, direction, compensation, and discharge of all persons assisting her in the performance of her services hereunder. The Contractor agrees to be solely responsible for all matters relating to payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. The Contractor agrees to be solely responsible for her own acts and those of her subordinates and employees during the life of this Contract.

8. Insurance

a. The Contractor shall maintain in full force and effect during the entire contract term comprehensive general liability (including owned and not-owned automobile liability) insurance in the minimum limits set forth below and in a solvent company or companies, and under the usual terms employed by casualty companies in California, naming the Authority and the City and County of San Francisco and their respective members, officers, agents, and employees as additional insureds. Such insurance shall protect such additional insureds and indemnify them against direct or contingent loss or liability for bodily injury, death and/or property damage arising in any manner from Contractor's performance of this Contract with the Authority, or the nature of the services provided, or any operations under or connected with this Contract with the Authority.

The minimum limits required for each occurrence are as follows:

Bodily Injury or Death	$1,000,000
Property Damage	$1,000,000

b. The Contractor shall obtain and maintain during the entire term of the Contract a fidelity bond in the amount of $50,000.

c. Contractor shall furnish to the Authority evidence of all insurance required by the Contract either by policy or certificate, which policy or certificate shall provide that at least 30 days prior written notice shall be given the Authority before such insurance expires, is cancelled or coverage is reduced in any material manner; and which insurance and the evidence thereof is subject to the Agency's review and approval.

9. Records, Reports and Audits

Records

a. Records shall be established and maintained in accordance with requirements prescribed by U.S. Department of Housing and Urban Development (HUD) or the City with respect to all matters covered by this Contract. Except as otherwise authorized by HUD, such records shall be maintained for a period of three years from the date of the submission of the City's annual performance report; except that records that are the subject of audit findings shall be retained for three years or until such findings have been resolved, whichever is later.

b. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Contract shall be readily accessible.

Reports and Information

At such times and in such forms as HUD may require, there shall be furnished to HUD or the City such statements, records, reports, data and information as HUD or the City may request pertaining to matters covered by this Contract.

Audits and Inspections

At any time during normal business hours and as often as the City, HUD and/or the Inspector General of the United States may deem necessary, there shall be made available to the City, HUD and/or representatives of the Inspector General for examination all records with respect to all matters covered by this Contract and the Contractor will permit the City, HUD and/or representatives of the Inspector General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

10. Conflict of Interest Code

The Contractor certifies that she has read the Conflict of Interest provisions for the San Francisco Housing Authority contained in the Annual Contributions Contract executed on September 13, 1964 and agrees to be bound by the provisions thereof or any amendments thereto, and relevant State statutes.

11. Confidentiality

All of the reports, information, data or other materials prepared or assembled by the Contractor under this Contract, including the Contractor's opinions and conclusions based upon such items, are confidential. The Contractor agrees that such reports, information, opinions or conclusions shall not be made available to or discussed with any individual or organization, including news media, without prior written approval of the Contractor.

12. Compliance with California Government Code

It is understood and agreed that Contractor shall comply with California Goverment Code Section 7550. Government Code Section 7550 provides in part that when the total cost for work performed for a local agency by nonemployees of such agency exceeds five thousand dollars, any document or written report prepared in whole or in part by nonemployees for such agency shall contain, in a separate section, the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such document or written report.

IN WITNESS WHEREOF the Authority and Contractor have executed this Contract as of the date first above written.

APPROVED AS TO FORM:

Geraldine Chavis, Legal Counsel

HOUSING AUTHORITY OF THE CITY
AND COUNTY OF SAN FRANCISCO

WILBUR W. HAMILTON
ACTING EXECUTIVE DIRECTOR

CONTRACTOR

JANE P. HALE

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
RENEWAL ASSISTANCE ADMINISTRATION

HUD-6218
2-69

CONTRACT FOR PROFESSIONAL OR TECHNICAL SERVICES

- -

Part II – Terms and Conditions

1. Termination of Contract for Cause. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Local Public Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the Local Public Agency, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Local Public Agency for damages sustained by the Local Public Agency by virtue of any breach of the Contract by the Contractor, and the Local Public Agency may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Local Public Agency from the Contractor is determined.

2. Termination for Convenience of Local Public Agency. The Local Public Agency may terminate this Contract any time by a notice in writing from the Local Public Agency to the Contractor. If the Contract is terminated by the Local Public Agency as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made: Provided, however, that if less than sixty per cent of the services covered by this Contract have been performed upon the effective date of such termination, the Contractor shall be reimbursed (in addition to the above payment) for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Contract) incurred by the Contractor during the Contract period which are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Contractor, Section 1 hereof relative to termination shall apply.

3. Changes. The Local Public Agency may, from time to time, request changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Local Public Agency and the Contractor, shall be incorporated in written amendments to this Contract.

4. Personnel. a. The Contractor represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Local Public Agency.

b. All the services required hereunder will be performed by the Contractor or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

c. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

5. Anti-Kickback Rules. Salaries of architects, draftsmen, technical engineers, and technicians performing work under this Contract shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; title 18 U.S.C., section 874; and title 40 U.S.C., section 276c). The Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to insure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

6. Withholding of Salaries. If, in the performance of this Contract, there is any underpayment of salaries by the Contractor or by any subcontractor thereunder, the Local Public Agency shall withhold from the Contractor out of payments due to him an amount sufficient to pay to employees underpaid the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld shall be disbursed by the Local Public Agency for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

7. Claims and Disputes Pertaining to Salary Rates. Claims and disputes pertaining to salary rates or to classifications of architects, draftsmen, technical engineers, and technicians performing work under this Contract shall be promptly reported in writing by the Contractor to the Local Public Agency for the latter's decision which shall be final with respect thereto.

8. Equal Employment Opportunity. During the performance of this Contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and

selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Local Public Agency setting forth the provisions of this nondiscrimination clause.

b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

c. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

9. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Contract shall be discharged or in any way discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his employer.

10. Compliance With Local Laws. The Contractor shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Contract.

11. Subcontracting. None of the services covered by this Contract shall be subcontracted without the prior written consent of the Local Public Agency. The Contractor shall be as fully responsible to the Local Public Agency for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him. The Contractor shall insert in each subcontract appropriate provisions requiring compliance with the labor standards provisions of this Contract.

12. Assignability. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Local Public Agency: Provided, however, that claims for money due or to become due the Contractor from the Local Public Agency under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Local Public Agency.

13. Interest of Members of Local Public Agency. No member of the governing body of the Local Public Agency, and no other officer, employee, or agent of the Local Public Agency who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

14. Interest of Other Local Public Officials. No member of the governing body of the locality in which the Project Area is situated, and no other public official of such locality, who exercises any functions or responsibilities in the review or approval of the carrying out of the Project to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

15. Interest of Certain Federal Officials. No member of or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Contract or to any benefit to arise herefrom.

16. Interest of Contractor. The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above-described Project Area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

17. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Contractor under this Contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the Local Public Agency.

GPO 899.388
1971 - 790-018/2104

ATTACHMENT B
Jane P. Hale Contract

Section 3 Clause (12 U.S.C. 1701u)(24 CFR 135)

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the U.S. Department of Housing and Urban Development ("HUD") and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment to be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR 135, and all applicable rules and orders of HUD issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The Contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

4. The Contract will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR 135. The Contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of HUD issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

(b) RESOLUTION NO. 2641

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND TOUCHE ROSS AND COMPANY

* *

WHEREAS, Touche Ross & Company, at the request of the Mayor of the City and County of San Francisco and the Executive Director of the San Francisco Housing Authority, submitted a proposal to provide management consultant assistance; and

WHEREAS, the services required are of a technical and professional nature; and

WHEREAS, the original proposal was dated February 18, 1985 and submitted to the Mayor and the Executive Director during one of weekly progress meetings; and

WHEREAS, the proposal was acceptable to the Mayor and the Executive Director; and

WHEREAS, the proposal, now updated to reflect a change of the Executive Director position, is identified as Attachment A to the proposed contract between the Housing Authority of the City and County of San Francisco;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. A contract for Mangement Consultant Assistance be awarded to Touche Ross & Company.

2. The Interim Executive Director is authorized to execute a Contract for Management Consultant Assistance.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes the execution of a contract between the Authority and Touche Ross and Company. At the request of the Mayor the firm of Touche Ross has been providing management consulting assistance. This resolution will authorize a contract for ongoing management assistance consultancy which would help the Authority finalize the interim controls as well as be prepared to present to the Commission the long-term needs of the Authority. This matter also was reviewed before the Finance Committee on March 23, 1985 and recommended for full Commission approval. Funding for this is from HUD monies which are available to fund consultancy services and are otherwise not available to the Authority.

Commissioner Cook moved to adopt Resolution No. 2641 and Commissioner Brooks seconded the motion. Resolution No. 2641 was UNANIMOUSLY ADOPTED.

CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

TOUCHE ROSS & CO.
ONE MARITIME PLAZA, ALCOA BUILDING
SAN FRANCISCO, CALIFORNIA 94111

* *

THIS AGREEMENT, entered into the on the __th day of March, 1985 by and between the Housing Authority of the City and County of San Francisco, State of California (hereinafter referred to as the Public Housing Agency) and Touche Ross & Co., One Maritime Plaza, Alcoa Building, "Contractor") WITNESSETH:

WHEREAS, the Public Housing Agency has entered into contracts with the United States of America acting through the Department of Housing and Urban Development (hereinafter referred to as the "Government") for financial assistance for low-income public housing pursuant to the United States Housing Act of 1937, as amended, 42 United States Code Section 1437 et seq.; and

WHEREAS, the Public Housing Agency desires the Contractor to conduct and perform management consultant assistance to strengthen the Agency's financial management and information systems.

NOW, THEREFORE, the Public Housing Agency and the Contractor do mutually agree as follows:

1. The Contractor will perform management consultant assistance in three phases with Phases I and II being performed concurrently.

2. The attached letter dated February 18, 1985 (identified as Attachment A of this contract) set forth contractors proposal and other responsibilities under this contract.

3. The books of account, financial records and other information are maintained and are located at the Public Housing Agency's Office at 440 Turk Street, San Francisco, California 94102. These materials will be made available to the Contractor by the Executive Director of the Public Housing Agency at the Contractor's request for the Contractor's use at the Public Agency's office during normal business hours.

4. Upon completion of Phases I and II of the assistance Touche Ross & Co. shall work with senior Agency's staff to prepare an appropriate report which shall be simultaneously submitted to the Required Inspector General for Audit, to the Commissioners of the Public Housing Agency and to appropriate officials of the City and County of San Francisco. A second report shall be issued at the conclusion of Phase III.

5. Consultant intends to complete the Phase I and II work described in Attachment A within four months. However, both parties recognize the implementation nature of this project and the fact that substantial effort will be required on the part of Agency personnel. Both Agency and Contractor acknowledge the importance of the Agency's key management and data processing personnel to the successful implementation of this assistance and recognize that Agency personnel are subject to many priorities which may impact their availability in this effort. To assure appropriate progress and agreement on schedules and priorities, Contractor shall provide frequent status up-dates to Agency management and shall notify the Executive Director of any factors which may cause material delays in implementation of the General Ledger.

6. Consultant shall provide a formal work plan for Phase III to the Executive Director before beginning work on Phase III as defined in Attachment A.

7. The Public Housing Agency may, before or during the assistance, request changes in the scope of the services of the Contractor to be performed under this contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation and any changes in the time limitation for submission of the Contractor's report, which are mutually agreed upon by and between the Public Housing Agency and the Contractor, shall be incorporated into written amendments to this contract and shall be subject to the Government's review.

8. The Public Housing Agency agrees to pay the Contractor as compensation for the services mentioned herein in accordance with the fees and expenses quoted in Attachment A except that:

   - Staff consultants will not bill for any time worked in excess of 8 hours each day. It is the intent of this item that project consultants work on the project 10 hours for each 8 hours billed.

   - Contractor intends to perform the assignment as efficiently as possible and will make every effort to perform the work at the lower end of the fees quoted in Attachment A ($140,000 for Phases I and II and $40,000 for Phase III). In no case will Contractor bill the Public Housing Agency in excess of the maximum amounts quoted ($200,000 for Phases I and II and $50,000 for Phase III) without the explicit written approval of the Agency.

   - Contractor will bill monthly and will provide appropriate documentation of hours for each consultant and for any expenses billed to the Agency.

The Contractor agrees that the Agency may, at its discretion, withhold up to 10% of each progress billing for Phase I and II until the required report on those Phases is submitted (P4) and for Phase III until the required report on that Phase is submitted (P4).

9. The Contractor certifies that its principal officer(s) or member(s) do not now have and have not had during any period covered by this assistance any interest, direct or indirect, in the PHA or any of its members or officials including the following:

   a. Family relationship with any PHA member or official;

   b. Employment by service as a member or official of a PHA during the period covered by the assistance.

10. No member, officer or employee of the Public Housing Agency, no member of the governing body of the locality in which any of the Public Housing Agency's projects are situated, no member of the governing body of the locality in which the Public Housing Agency was activated, and no other public official of such locality or localities who exercises any responsibilities or functions with respect to the Public Housing Agency's projects, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

11. No member of or delegate to Congress of the United States or Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom.

12. The Contractor warrants that he/she has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Public Housing Agency the right to terminate this contract, or, in its discretion, to deduct from the Contractor's fee the amount of such commission, percentage, brokerage, or contingent fee.

13. The Contractor shall not assign or transfer any interest in this contract except that claims for monies due or to become due from the Public Housing Agency under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, his contract shall inure to the benefit of the surviving or remaining members of such partnership.

14. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, regliion, sex, age, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

15. For a period of four years from the date of the Report, the Contractor shall make its workpapers, records and other evidence of assistance available to the Government and to the Comptroller General of the United States or his duly authorized representatives during normal working hours upon written request of the Government or the Comptroller General or his representatives. The Government and the Comptroller General shall be entitled to reproduce any or all of such documents at their expense, for which provision shall be made at the time the need for reproduction arises.

16. Except for disclosure to the Government, the Comptroller General and the Public Housing Agency, the Management Consultant Assistance Report and the workpapers, records and other evidence or report, including under this Contract, shall be evidenced by the signature of the Field Office Director at the end thereof.

CHE ROSS & CO.

HOUSING AUTHORITY OF THE
CITY & COUNTY OF SAN FRANCISCO

_____ By: _____
WILBUR HAMILTON
Acting Executive Director

e: _____ Date _____

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By: _____
DUNCAN L. HOWARD
Regional Administrator

Date: _____

Touche Ross & Co.

Attachment A
(To Touche Ross Contract)

March 22, 1985

Mr. Wilbur Hamilton
Acting Executive Director
San Francisco Housing Authority
440 Turk Street
San Francisco, California 94102

Mr. Duncan L. Howard
Regional Administrator
U.S. Department of Housing and Urban Development
450 Golden Gate Avenue
San Francisco, CA 94102

Dear Sirs:

We are pleased to have had the opportunity to assist you in reviewing the difficulties of the San Francisco Housing Authority. At you request, we are presenting you with this proposal to provide management consulting assistance. This assistance is responsive to our recommendations presented to you on February 15, 1985 based on the results of our Management Systems Review.

This proposal documents our understanding of the current situation, the objectives of our assistance, our recommended approach and workplan to meet these objectives and the staffing, timing, and fees necessary to complete our work.

BACKGROUND

The San Francisco Housing Authority has a history of financial difficulties dating back to 1969. These financial problems stem from both the difficulty of providing adequate housing for the City's poor with the limited resources and the inability of the Authority to develop and maintain strong financial controls, appropriate accountability, and a lack of understanding of available financial information by the Authority's Commissioners has led to the current situation in which the Authority cannot meet past financial obligations.

The Authority is unable to meet obligations in excess of $5.0 million due to past deficit spending. Futhermore, cost reductions through staff reductions and paycuts amounting to $2.2 million annually are currently being implemented to balance the budget for the remainder of fiscal year 1984-85. Several key factors are believed to have contributed to this situation:

- Many accounts in the Authority's general ledger are out-of-balance and the amounts in those accounts cannot be supported by appropriate records. As a result, the Authority's financial condition is not properly reflected in its financial statements.

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- The U.S. Department of Housing and Urban Development requires the Authority to compute an "operating reserve" for budgeting purposes. This reserve is the sum of operating surpluses and deficits over past fiscal years. The amount reflected is not a cash reserve. Furthermore, it has been misstated in budgets prepared for HUD. These misstatements reflect inadequate budget preparation controls.

- The Authority's Commissioners believed the "operating reserve" was accurately stated and represented cash reserves. Given this belief, they approved the fiscal year 1983-84 budget which projected a $3.0 million deficit. The actual deficit for fiscal year 1983-84 was $4.2 million. This situation reflects a lack of understanding of available financial information as well as inadequate controls in meeting budgeted expense levels.

- The budget for fiscal year 1984-85 was approved to incur a $0.6 million deficit. However, this budget did not reflect realistic spending levels based on historical costs. The Authority's staff has subsequently revised the fiscal year 1984-85 budget to reflect more realistic spending levels. This revision indicated the Authority would overspend available revenues by $2.2 million.

- The Authority's Executive Staff recognizes the need for additional financial reporting, particularly in providing actual versus budget expense data. In an attempt to improve this situation, a new general ledger system was selected and purchased to provide increased reporting capabilities. This system is currently being installed. Unfortunately, it is not clear at this time that this general ledger system will meet the Authority's major requirements. In addition, the Authority does not have sufficient resources to implement the system on timely basis. Since the Director of Finance opted to discontinue use of the old general ledger system on October 1, 1984, the Authority's current financial condition is difficult to ascertain.

Touche Ross & Co. was requested to perform a Management Systems Review. That review was completed and recommendations presented on February 15, 1984.

OBJECTIVES AND SCOPE

Given this background and based on the results of our Management Systems Review, the following project objectives have been identified to improve the financial management of the Authority.

- Develop and implement immediate short-term controls on the Authority's spending through the accounts payable system; and identify requirements for longer term needs.

- Expedite the implementation of a general ledger system to provide required financial and budgeting information.

- Accelerate the timely completion of the financial audit to include fiscal year 1984.

- Identify management requirements and implement a management reporting system to:

  - support an annual budget planning process.
  - provide expense control reporting.
  - provide key productivity measures.

- Develop and implement a training program for the Executive Staff and Commission in interpreting and using new management reports.

This proposal addresses each of these objectives excepting the financial audit which we have addressed in a separate letter.

APPROACH AND WORKPLAN

Our general approach to consulting is to work closely with our clients and provide regular progress reviews to ensure mutually agreed upon goals are met in a cost-effective manner. In completing this engagement, we will conduct regular reviews with the Executive Staff of the Authority as well as provide weekly progress reports to the Mayor's Special Advisory Committee. More importantly, we will be action-oriented and will work to assure systems, procedures and controls are actually implemented and that appropriate training is provided. Our work will be conducted in three phases with phases I and II being performed concurrently. The following workplan outlines the tasks we will perform during each phase of our work:

PHASE I - DEVELOP AND IMPLEMENT IMMEDIATE SHORT-TERM CONTROLS FOR ACCOUNTS PAYABLES AND DISBURSEMENTS AND DEFINE LONG TERM NEEDS

During this phase of our work we will strengthen accounts payable controls to ensure the approval process is consistent with budget accountability levels and provides appropriate approval levels for expenditures exceeding budgeted amounts. Additionally, we will develop formats and procedures for comparison reporting, by accountability level, for monthly and year-to-date expenditures versus revised budgets. As procedures are developed and approved we will work with the Authority staff to actually see that the procedures and controls are installed and that personnel are trained in their use. We will complete our work during this task by developing longer-term accounts payable systems requirements and developing a plan for implementing these requirements.

- Task 1 - Identify existing controls and procedures.

We will review existing controls and procedures, document these as required and identify strengths and weaknesses of these practices. Importantly we will identify actual practices versus documented procedures to ascertain the degree of enforcement.

- **Task 2 - Analyze and revise spending and accountability levels.**

Based on our review of existing systems, we will analyze existing accountability and expense approval levels. We will develop recommendations for revising the approval hierarchy in order to ensure approval is associated with accountability. Fundamentally we will design a system to ensure that the staff members approving various expenses are also responsible for developing expenditure budgets and held accountable for controlling expenses at budgeted levels. We will also develop procedures for approving expenditures which exceed budgeted levels. This process will ensure that required expenditures which exceed budgets by a given amount are brought to the attention of the Executive Staff and Commission for approval.

- **Task 3 - Revise and enforce controls and procedures as necessary.**

We will revise existing controls and procedures as necessary based on weaknesses identified. We will prepare detailed documentation of these revised procedures including all appropriate forms for approval and data entry.

- **Task 4 - Develop and implement procedures for reporting actual versus budgeted expenditures.**

We will develop and implement procedures for comparison reporting of actual-to-date versus budget-to-date expenditures by accountability level.

- **Task 5 - Identify long-term systems requirements.**

We will identify user needs and develop a requirements checklist for the Authority's accounts payable, contracts and purchase order systems. A work plan will be developed to implement long-term accounts payable systems solutions.

PHASE II - IMPLEMENT A GENERAL LEDGER

The objective of this phase is to implement the basic functions of a general ledger as quickly as possible while taking steps to improve related management reporting capabilities. This includes defining basic required general ledger functions, features, account classifications, and reporting structures. The general ledger system (old or new) that best meets basic user

requirements and can be implemented with an acceptable level of risk within a four month time frame will be selected for implementation. We will assist in the implementation process to assure the system is installed. At the end of this phase, a work plan will be developed for the implementation of longer-term general ledger and management reporting requirements.

- **Task 1 - Prepare user requirements checklist to identify requirements and compare with old and new package features.**

We will tailor our existing fund accounting requirements checklists to include unique Housing Authority requirements. These requirements will be determined by interviewing appropriate accounting personnel. The requirements will be matched against the features and functions of the general ledger system that was discontinued in October 1984 and against the system purchased to replace the old system. This analysis will help determine which system should be implemented in the short term.

- **Task 2 - Analyze practicality and implications of accounting classification and reporting at project levels.**

Although management reporting at a project level has some benefits, these benefits may be outweighed by the difficulty of inputting and processing accounting transactions at this level of detail. Defining the appropriate level of detail is essential for implementation of either general ledger system.

- **Task 3 - Compare costs and benefits of each general ledger system.**

Based on identified user requirements, both general ledger systems will be evaluated to determine which one should be implemented. If the new system does not meet requirements or poses an unacceptable level of implementation risk, the old system will be reimplemented. However, the old system also has associated risks and has clear limitations that led the Authority to acquire a new general ledger system in the first place.

- **Task 4 - Define and perform staff training.**

Reimplementing the old system will require little or no staff training. Implementing the new system will require intensive staff training to become familiar with the expanded functions and features provided by this system. Most of this training must occur prior to implementation so the Authority staff can modify the chart of accounts, prepare user tables, establish beginning balances etc.

- **Task 5 - Prepare general ledger system for processing.**

Either general ledger system will require revision of the chart of accounts, establishment of beginning balances, budget information, user tables and options, etc. In addition, if the new general ledger is installed, the accounting treatment of allocations and standard journal entries must be established. Trial balance formats and options along with other reporting formats will be developed for the new general ledger.

- **Task 6 - Prepare general ledger transactions.**

Nearly four months of general ledger transactions are stored in an automated file awaiting processing. These transactions are in a format appropriate for entry to the new general ledger system. If the old general ledger system is implemented, these transactions will have to be reformatted or rekeypunched. In either case, some of the transactions will have to be modified based on the definition of user requirements.

- **Task 7 - Prepare general ledger test plan and perform acceptance test.**

A test plan must be developed that includes the transactions and interfaces to be tested, expected results, schedules, and testing responsibilities. In addition, the system will be tested for error recovery and unusual conditions. The first month's transactions can probably be used as test data, otherwise other test data must be prepared. The acceptance tests will then be performed in accordance with the test plan.

- **Task 8 - Produce year-to-date trial balances.**

The general ledger transactions for the first four months of the fiscal year will be processed, and trial balances produced. The results will be tested for reasonableness.

- **Task 9 - Prepare work plan for implementing long term requirements.**

If the old general ledger system was reimplemented because the new system did not meet requirements or because of the implementation risks involved, this work plan will include the selection and implementation of an as yet unidentified general ledger system. If the new general ledger system was implemented as part of this phase, the work plan will include steps to implement the full features and functions of the system to satisfy long term requirements of the Authority. In addition this work plan will include detailed steps to accomplish the objectives of Phase III.

PHASE III - IDENTIFY MANAGEMENT REQUIREMENTS AND IMPLEMENT A MANAGEMENT REPORTING SYSTEM.

A detailed work plan for this phase will be prepared as the last step during Phase II. The objectives of this phase are to identify management reporting requirements and implement a reporting system that will support an annual budget planning process, provide expense control reporting, and provide key productivity measures. A training program will be developed to assist the Executive Staff and Commission in interpreting and using management reports.

STAFFING, TIMING, AND FEES

In order to maximize the effectiveness of our consulting efforts, we will coordinate a team effort of Touche Ross and Authority staff. The close involvement of the Authority's staff is essential to ensure the deliverables meet your needs and to ensure that they feel ownership of the new systems.

The Touche Ross team assigned to this project has been selected based on their specific expertise and prior experience in dealing with the issues presented by this project. Philip Strause, partner and Director of Management Consulting, will have overall responsibility for the quality of this engagement. Mr. Strause is a National Director of our Financial Services practice and has significant experience in working with the public sector. Gary Brayton P.E., Consulting Manager, will direct the day-to-day activities of the project. Mr. Brayton has over 14 years of experience in consulting with both the private and public sectors. He is an expert in the design and implementation of information systems. Kevin Anderson, Senior Consultant, will be responsible for the implementation of the general ledger system. Mr. Anderson is a data processing professional and an expert in the selection and implementation of fund accounting systems. Melanie Hoffner, Senior Consultant, will also be assigned to this project. Ms. Hoffner is a CPA and recently assisted Mr. Brayton in the design and implementation of accounts payable, general ledger, and management reporting systems for a large construction company.

We are prepared to begin work on this important engagement immediately and have already initiated detailed work planning with the Authority's staff. We anticipate Phase I of our work will require 4-6 weeks to complete. This work will provide the necessary controls on discretionary spending in the short term. Phase II of our work will require 3-4 months to complete. We will implement the basic functions of a general ledger system with related reporting capabilities. Phase III will expand the management reporting capabilities to support the annual budgeting process, provide expense control reporting, and provide key productivity measures. This phase will begin near the conclusion of Phase II and will last 5 to 7 weeks.

We estimate the professional fees for this project as follows:

- **Phase I - Short term controls on discretionary spending -$40,000 to $50,000.**
- **Phase II - Implementation of a general ledger - $100,000 to 150,000.**
- **Phase III - Expanded management reporting - $40,000 to $50,000.**

It is our practice to bill monthly based on actual hours worked at each consultants billing rate. Expenses will be billed at actual cost and are not expected to exceed 5% of the total professional fees.

Given the urgency of the situation we believe it important to begin work on Phases I and II immediately. Therefore, we have initiated our work given your preliminary approval. Phase III can be deferred for eight to ten weeks.

We appreciate the opportunity to work with both the City and Authority on this important project. If you have any questions about this proposal please call Philip Strause or Gary Brayton at (415) 781-9570.

Yours very truly,

Touche Ross & Co.

(c) RESOLUTION NO. 2642

RESOLUTION AUTHORIZING THE PURCHASE
OF IBM EQUIPMENT
* * * * * * * * * * * * * * * * * *

WHEREAS, Touche Ross & Company has identified response time problems with the Authority's System 38 Model 7 configuration currently in use by the Authority; and

WHEREAS, these problems have been analyzed by the vendor, IBM, outlining System 38 productivity tools; and

WHEREAS, despite restructuring of the files by IBM, response time continues to be unacceptable. Implementation of the general ledger system will cause further deterioration; and

WHEREAS, in order to correct this problem and allow for effective implementation of the general ledger system, Touche Ross & Company has recommended the purchase of the following equipment grades:

5 Megabytes Main Memory
(1) 3770 Disk Drive
(3) 9600 Baud Modems (3) month rental for communication life conditioning; and

WHEREAS, the cost of these items has been estimated at $80,000 and the Acting Director of Finance has identified budget sources for which to pay for these items.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Interim Executive Director is authorized to procure these computer items.

2. This Resolution is effective immediately.

APPROVED AS TO FORM:

_____
Geraldine Chavis
Legal Counsel

Date: _____

Mr. Hamilton stated this resolution authorizes the purchase of new IBM equipment. The equipment is needed in connection with the work of Touche Ross in developing the Authority's capacity to deal more effectively and efficiently with accounting and recordkeeping responsibilities. There is a need for upgrading the computer capability in order to successfully implement the new systems. This matter was reviewed before the Finance Committee and recommended for full Commission approval. Funding for this equipment comes from monies not otherwise available to the Authority.

Commissioner Cook moved to adopt Resolution No. 2642 and Commissioner Chuck seconded the motion. Resolution No. 2642 was UNANIMOUSLY ADOPTED.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of March 28, 1985 was adjourned at 9:55 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss personnel matters.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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4/4/85

NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a special meeting on Thursday, April 4, 1985 at 9:30 a.m., in the Commission Room at 440 Turk Street.

The item for discussion will be:

1. Personnel Matters

Immediately following the Special Meeting, the Commission will meet in an Executive Session for the purpose of discussing personnel matters and to consider such other business as may be necessary and proper in connection therewith.

Wilbur W. Hamilton
Interim Secretary/Executive Director

Dated at San Francisco, California, this 1st day of April, 1985

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A G E N D A
* * * * * * *

Special Meeting
San Francisco Housing Authority
April 4, 1985 - 9:30 a.m.

440 Turk Street
San Francisco, California

ROLL CALL:

Elouise Westbrook, President
James G. Fussell, Jr., Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Beatrice Patterson, Commissioner
Reverend Harry Chuck, Commissioner

APPROVAL OF AGENDA:

VISITORS:

NEW BUSINESS:

(a) Personnel Matters

ADJOURNMENT:

Wilbur W. Hamilton
Interim Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Special Meeting Held:
Thursday, April 4, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 440 Turk Street, San Francisco, California on Thursday, April 4, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:35 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner

ABSENT: James Fussell, Jr., Vice President
Reverend Harry Chuck, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel

Mr. Hamilton announced in reference to the roll call, that Commissioner Beatrice Patterson submitted her letter of resignation to the Mayor effective April 1, 1985. The Commission requested that a letter of commendation be awarded to Commissioner Patterson.

2. VISITORS:

Kay Kardosky, Sunnydale
Watson Low, Ping Yuen
Josie Abrams, SEIU Local 790

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3. APPROVAL OF AGENDA:

Vice President Fussell moved to approve the agenda of April 4, 1985 and Commissioner Brooks seconded the motion. The agenda was UNANIMOUSLY APPROVED.

4. NEW BUSINESS:

Personnel Matters - Mr. Hamilton requested that the Commission go into Executive Session to discuss this matter. Before going into Executive Session Mr. Hamilton called on the following visitors: Watson Low, Ping Yuen - spoke in support of retaining Mr. George Lee, Housing Management Assistant at Ping Yuen. Josie Abrams, SEIU Local 790 - SEIU members ratified the tentative agreement, yesterday, April 3. She thanked staff for their cooperation during these negotiations. Mr. Hamilton stated that the tentative agreement would be reviewed at the Executive Session.

5. ADJOURNMENT:

There being no further business to come before the Commission, the special meeting of April 4, 1985 was adjourned at 9:42 a.m. The Commission went into Executive Session following the meeting to discuss personnel matters.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

Preston Cook, Commissioner

SAN FRANCISCO HOUSING AUTHORITY

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James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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4/11/85

April 8, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, April 11, 1985 at 440 Turk Street.

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Wilbur W. Hamilton
Interim Secretary/Executive Director

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4/11/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, April 11, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Reverend Harry Chuck, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:
   Regular Minutes of March 28, 1985
   Special Minutes of April 4, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution Concerning Proposal to Treat Employees' Contributions as Non-Taxable Income.

12. ADJOURNMENT:

Wilbur W. Hamilton
Interim Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, April 11, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, April 11, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Reverend Harry Chuck, Commissioner

ABSENT: James Fussell, Jr., Vice President

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Maybelline Hubbard, Potrero Terrace
Laurie Smith, Local 790
Kay Kardosky, Sunnydale
Melvina Powell, Westside Courts
Cleola Richardson, Westside Courts
Christine Neal, PHTA
Patricia Accooe, Potrero Hill
Josie Abrams, Local 790

3. APPROVAL OF AGENDA:

Commissioner Cook moved to approve the agenda of April 11, 1985 and Commissioner Brooks seconded the motion. The agenda of April 11, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of the regular meeting of March 28, 1985 and the special meeting of April 4, 1985. Commissioner Brooks seconded the motion. The minutes of March 28, 1985 and April 4, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck announced that the Tenant Relations Committee meeting will be held Monday, April 15, 1985, 10:00.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

Commissioner Cook expressed his concerns regarding a letter sent to Ms. Mary Swanson terminating her as president of PHTA. Since her one year term has not yet expired, he asked if this was done in accordance with the bylaws of PHTA. Ms. Laura Berry replied that it was a unanimous vote and that the membership acted in accordance with the bylaws. Mr. Hamilton stated that he would have legal counsel review PHTA's bylaws. Commissioner Cook asked that counsel review the bylaws by the next Commission meeting.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

RESOLUTION NO. 2642

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO TO IMPLEMENT A PLAN PURSUANT TO IRC 414(h)(2) TO DESIGNATE REQUIRED EMPLOYEE CONTRIBUTIONS TO THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) AS BEING "PICKED UP" BY THE AUTHORITY AS EMPLOYER AND TREATED AS EMPLOYER CONTRIBUTIONS FOR TAX PURPOSES

* *

WHEREAS, the Commission of the Housing Authority of the City and County of San Francisco on February 16, 1961 adopted Resolution No. 1301 authorizing a contract for the participation of the Authority in the California State Employees Retirement System (PERS); and

WHEREAS, the State of California has implemented an Internal Revenue Service ruling which will permit postponement of income taxes on state employee retirement contributions to PERS; and

WHEREAS, it is desirable that the Authority as a PERS employer implement its own plan to permit postponement of income taxes for employees' retirement contributions to PERS;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

That said Commission authorizes and hereby does authorize the development and implementation of a plan to designate as "Picked Up' by the employer required employee retirement contributions to PERS such that said employee contributions will be treated as employer contributions for tax purposes only in compliance with Internal Revenue Code Section 414 (h()(2) and all applicable IRS rulings and regulations.

BE IT FURTHUR RESOLVED, that the Executive Director be and is hereby authorized, empowered and directed to take all steps necessary to develop and implement said plan.

APPROVED AS TO FORM:

_____
Geraldine Chavis
Legal Counsel

Dated: _____

Mr. Hamilton stated that this resolution concerns granting the authority to treat employee's retirement contributions to PERS as non-taxable for state and federal income tax purposes. This will help lighten the financial impact on employees for the reduced work week which is being proposed in lieu of lay offs. This is a matter which is done administratively, at no cost to the Authority. It will involve getting a private tax ruling from IRS. Other public entities have gone through this process and when requested, there have been no denials. To further protect the Authority, employees will be required to sign a hold harmless agreement, which allows the Authority to hold greater tax deductions later should the request be denied.

Commissioner San Jule moved to adopt Resolution No. 2642 and Commissioner Cook seconded the motion. Resolution No. 2642 was UNANIMOUSLY ADOPTED.

President Westbrook asked for an update on the list of debts that the Authority has and the vendors. She requested that staff prepare it for the next Commission meeting.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of April 11, 1985 was adjourned at 9:48 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss personnel matters.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

James Fussell, Jr., Vice President

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

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Carl L. Williams, *Executive Director/Secretary*

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April 19, 1985

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PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, APRIL 25, 1985.

WILBUR W. HAMILTON
INTERIM SECRETARY/EXECUTIVE DIRECTOR

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4/25/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, April 25, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Rev. Harry Chuck, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution Commending Beatrice Patterson Third Senior Citizen Resident Commissioner of the San Francisco Housing Authority

   (b) Resolution - Resolution Concerning New Annual Contributions Contract for Section 8 Housing Voucher Program Project No. CA39-V001-001-Contract Number SF-618V.

   (c) Resolution - Resolution Authorizing the Section 8 Department to Place an Application for Section 8 Certificates for the "Homeless."

   (d) Resolution - Resolution Authorizing the Executive Director to Enter into a Contract with Purcell-Jones Construction Company for the Repair of Fire Damage and Vandalism to Property Located at 220 West Point Road

(e) Resolution - Resolution Authorizing the Executive Director to Prepare and Submit an Application for Financial Assistance for the Construction of up to 204 Units of Family Public Housing to the Department of Housing and Urban Development

(f) Resolution - Resolution Approving Application for Preliminary Loan for 204 Units of Low-Rent Family Public Housing

(g) Resolution - Resolution Authorizing the Executive Director to Enter Into a Contract with Pacific Gas and Electric Company for Replacement of the Westside Courts Site Gas Lines with a PG&E Installed and Owned System

(h) Resolution - Resolution Authorizing the Executive Director to Enter Into a Contract with Pacific Gas and Electric Company for Replacement of Authority Site Gas Lines at Holly Courts, Cal 1-1, With a PG&E Installed and Owned System

(i) Resolution - Resolution Authorizing Travel to Honolulu, Hawaii, May 17-22, 1985 to Attend the NAHRO/PSWRC Annual Conference

(j) Resolution - Resolution Approving a Contract for Professional Services by and Between the San Francisco Housing Authority and Carl L. Williams, Consultant

(k) Resolution - Resolution Authorizing Award of Contract to Brennan Core Drilling, Incorporated

12. ADJOURNMENT:

WILBUR W. HAMILTON
Interim Executive Director

SF
H65
#3
4/25/85

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Regular Meeting Held:
Thursday, April 25, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, April 25, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Preston Cook, Commissioner
Betty Brooks, Commissioner
Reverend Harry Chuck, Commissioner

ABSENT: Joan San Jule, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Dollie Smith, Westbrook Apartments
Kay Kardosky, Sunnydale
Louise Hall, Alice Griffith
Maybelline Hubbard, Potrero Terrace
Christine Neal, Alice Griffith
Eva Mae Williams, Plaza West
Terry A. Francois

Commissioner Cook asked for a clarification on the policy regarding staff attendance at Commission meetings. Mr. Hamilton stated that the only staff present were there by invitation in reference to a specific item on the agenda.

3. APPROVAL OF AGENDA:

Commissioner Chuck moved to approve the agenda of April 25, 1985 and Commissioner Cook seconded the motion. The agenda of April 25, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of April 11, 1985 and Vice President Fussell seconded the motion. The minutes of April 11, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Commissioner Cook called attention to a letter received from Thelma Kavanagh of 350 Ellis Street. The letter was addressed to Evert Heynneman. Mr. Hamilton was not aware of this letter. Copies were made for distribution and staff will follow up.

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Reverend Chuck reported that the Committee held its regularly scheduled meeting in April. There will be a meeting in May but it has not been scheduled yet.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Mrs. Maybelline Hubbard of PHTA noted that the Report of PHTA Activities had been distributed to the Commission.

Commissioner Cook asked if counsel has reviewed the by-laws of PHTA regarding the removal of the president. Ms. Chavis replied that she has reviewed the by-laws and submitted a memorandum to the Executive Director. Mr. Hamilton stated that the memorandum indicates that the removal of the president of PHTA is not in violation of the by-laws.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2644

RESOLUTION COMMENDING BEATRICE PATTERSON
THIRD SENIOR CITIZEN RESIDENT COMMISSIONER
OF THE SAN FRANCISCO HOUSING AUTHORITY
* *

WHEREAS, the Honorable Beatrice Patterson was appointed on August 22, 1981 to serve as the third Commissioner of the Housing Authority selected from the senior residents of public housing; and

WHEREAS, during her three years and nine months in office, Commissioner Patterson has displayed dedication and deep concerns for the welfare of all residents of public housing; and

WHEREAS, long before her activities were officially recognized, Commissioner Patterson participated with other residents in programs to improve the living conditions of low income seniors; and

WHEREAS, prior to her appointment to this Commission, Commissioner Patterson served as president of two senior residences, 345 Hermann Street and later with a change in residence was elected to the presidency of 1880 Pine Street.

WHEREAS, in leaving the Commission, we are sure Mrs. Patterson's participation with residents will continue in the area of advocacy for all residents of public housing;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That this Commission extends to Commissioner Beatrice Patterson its appreciation for faithful and dedicated service.

Mr. Hamilton read the resolution and presented it to Commissioner Patterson. Commissioner Patterson made a brief statement commenting that it has been a pleasure to serve on the Commission. President Westbrook expressed her appreciation to Commissioner Patterson and stated that she will be missed. The audience and the Commission applauded Commissioner Patterson.

Vice President Fussell moved to adopt Resolution No. 2644 and Commissioner Brooks seconded the motion. Resolution No. 2644 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2645

RESOLUTION APPROVING NEW PART I AND PART II OF SECTION 8 HOUSING VOUCHER PROGRAM ANNUAL CONTRIBUTIONS CONTRACT NO. SF-618V AND AUTHORIZING EXECUTION

* *

The Housing Authority of the City and County of San Francisco ("PHA") desires to enter into an Annual Contributions Contract ("ACC") with the United States of America ("Government") for the Section 8 Existing Housing Voucher Program.

The Section 8 Existing Housing Voucher ACC consists of the following counterparts:

(a) Part I of the ACC, HUD-52520D (4/85) applicable to the Section 8 Existing Housing Voucher Program;

(b) Part II of the ACC, HUD 52530E (4/85) applicable to the Section 8 Existing Housing Voucher Program.

Now, therefore, be it resolved by the PHA, as follows:

1. The New Part I and Part II of the ACC for the Section 8 Existing Housing Voucher Program are hereby approved and accepted. The President or Vice President is hereby authorized and directed to execute the counterparts of the ACC on behalf of the PHA, and the Secretary is hereby authorized to impress the official seal of the PHA on each such counterpart and to forward such executed counterparts to the Government together with such other documents evidencing the approval and authorizing the execution of as may be required by the Government.

2. This resolution shall take effect immediately.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes the execution of a new Annual Contributions Contract with HUD which will enable the Authority to receive funds and to administer the housing voucher component of the rental rehabilitation program. The Mayor's Office of Housing and Economic Development will be responsible for the administration of block grant funds to assist private landlords to rehabilitate rental housing for low income families. The Authority will be responsible for the administration of Section 8 certificates and vouchers which will assist in making these units affordable to low-income families. Mr. Thomas Gholson, Director of Leased Housing, answered the questions raised by Commissioner Cook regarding the various components of this program.

Vice President Fussell moved to adopt Resolution No. 2645 and Commissioner Chuck seconded the motion. Resolution No. 2645 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2646

RESOLUTION AUTHORIZING THE SECTION 8 DEPARTMENT TO PLACE AN APPLICATION FOR SECTION 8 CERTIFICATES FOR THE "HOMELESS"

* *

WHEREAS, the approved Housing Assistance Plan for the City and County of San Francisco includes the need to provide additional housing for low and very-low income families by subsidizing the rental of existing standard units in the City and County of San Francisco by means provided under the Section 8 Programs administered by the Department of Housing and Urban Development (HUD); and

WHEREAS, the San Francisco Housing Authority has been notified by the HUD to submit an application for Section 8 Certificates to support national efforts to assist the "homeless"; and

WHEREAS, the Executive Director of the San Francisco Housing Authority designated the Section 8 Department as the department responsible for administering the Section 8 Certificates Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

I. The Section 8 Department of the San Francisco Housing Authority is hereby authorized to submit an application to HUD for Section 8 Certificates in support of the "Homeless" Program.

II. That this resolution shall become effective immediately.

III. That should any conflict arise between this resolution and any other resolution of the Authority heretofore adopted and not in force and effect, this resolution shall prevail to the extent of such conflict.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution authorizes the Section 8 Department to submit an application to HUD for a special allocation of Section 8 Certificates which are targeted for the homeless. In February of this year, the Mayor's Office of Housing and Economic Development (MOHED) asked the Authority to participate in a joint venture to provide housing for the homeless. The buildings have been rehabilitated with partial funding from MOHED. However, the rooms were not affordable to low-income families without rental subsidy. It was then proposed that Section 8 Certificates be made available. This resolution authorizes the Section 8 Department to submit an application to HUD for the certificates.

Vice President Fussell expressed his concerns that exceptional burdens are being placed on the Section 8 Department. He asked that a letter be sent to the Mayor stating this. Commissioner Cook added that the letter should also briefly explain the current obligations of the Section 8 Department and projections for the future since it appears that various programs will be administered under the purview of Section 8.

Commissioner Chuck moved to adopt Resolution No. 2646 and Vice President Fussell seconded the motion. Resolution No. 2646 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2647

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PURCELL-JONES CONSTRUCTION COMPANY FOR THE REPAIR OF FIRE DAMAGE AND VANDALISM TO PROPERTY LOCATED AT 220 WEST POINT ROAD

* *

WHEREAS, a fire recently caused severe damage to the Housing Authority unit located at 220 West Point Road in the Hunters View Project; and

WHEREAS, the Fire Insurance Carrier, the Fire Insurance Adjuster, the recommended Contractor and the Housing Authority staff have agreed on a total cost of repair in the amount of $16,695; and

WHEREAS, the insurance company has contributed insurance proceeds less the deductible of $15,000 to reimburse the Housing Authority under its policy; and

WHEREAS, the scope of work and cost estimate prepared by the approved Contractor is acceptable to the Housing Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is authorized to execute a contract for the repair of fire damage and vandalism to the property located at 220 West Point Road in the amount of $16,965 with the Purcell-Jones Construction Company.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that several months ago there was a fire causing serious damage at 220 West Point Road. The total cost for repair work is estimated to be $16,965. The sum of $2,361 has already been received from the insurance company. The Authority will incur a cost of $14,603.94 because there is a $15,000 deductible on the fire insurance. This resolution will authorize the execution of a contract for repair of the unit. The Commission raised various concerns and asked questions about the insurance. Mr. Jessie Fennell, Acting Director of Finance, stated that he would have a general review of the Authority's insurance situation and bring it before the Finance Committee.

Vice President Fussell moved to adopt Resolution No. 2647 and Commissioner Chuck seconded the motion. Resolution No. 2647 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2648

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT AN APPLICATION FOR FINANCIAL ASSISTANCE FOR THE CONSTRUCTION OF UP TO 204 UNITS OF FAMILY PUBLIC HOUSING TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

* *

WHEREAS, the United States Housing Act of 1937 provides that there shall be local determination of the need for public housing to meet needs not being adequately met by private enterprise; and

WHEREAS, under the provisions of the United States Housing Act of 1937, the Department of Housing and Urban Development (HUD) is authorized to provide financial assistance to public housing agencies for such housing;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO (SFHA) AS FOLLOWS:

1. Determination of Need. The SFHA hereby determines that within its area of operation there is a need for low-income housing to meet needs not being adequately met by private enterprise.

2. Application for Housing Assistance. The Executive Director/Secretary of the SFHA is hereby authorized to have prepared an application for public housing assistance for development of up to 204 dwelling units; to sign said application on behalf of the SFHA and to submit it to HUD, said dwelling units to be provided by new construction.

3. Annual Contributions Contract (ACC). When an ACC is forwarded by HUD to the SFHA for execution by the SFHA, the President or Vice Preisdent is hereby authorized to execute such ACC on behalf of the SFHA, and the Secretary is hereby authorized to impress and attest the official SFHA seal on each ACC counterpart and submit to HUD executed counterparts and related documents as required by HUD.

4. General Depositary Agreement. The President or Vice President is hereby authorized to execute on behalf of the SFHA a General Depositary Agreement(s) and/or Savings Depositary Agreement(s) each in the form approved by HUD; and the Secretary is hereby authorized to impress and attest the official SFHA seal on each counterpart and submit to HUD executed counterparts and related documents as required by HUD.

5. Funding for Project Development Cost.

   a) In order to fund the Development Cost of housing projects pursuant to this Resolution or any other resolution as may be required by HUD, the SFHA hereby authorizes the issuance of obligations in its name at such times, in such amounts, and on such terms and conditions as HUD may direct or approve in accordance with the ACC.

   b) The President or Vice President is hereby authorized to prepare and execute such SFHA obligations; and the Secretary is hereby authorized to impress and attest the official SFHA seal, deliver the obligations to HUD or such other lenders as HUD may direct, and accept payment therefor or cause pament to be made as directed or approved by HUD in accordance with the ACC.

c) Each such SFHA obligation shall be secured in such manner as may be provided and/or required by HUD in accordance with the ACC. All proceeds from such SFHA obligations shall be deposited and used only as approved by HUD in accordance with the ACC.

6. HUD Regulations. In connection with the development and operation of any program or activity receiving Federal financial assistance under the United States Housing Act of 1937, the SFHA of the Department of Housing and Urban Development, 24 CFR 941 or 2CFR 905, as appropriate, and all HUD regulations relating to the operation of public housing projects.

7. Meaning of Terms. All terms used in this Resolution which are defined in the ACC shall have the meanings given to them in the ACC.

8. Effective Date. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

DATED: _____

f) RESOLUTION NO. 2649

RESOLUTION APPROVING APPLICATION FOR PRELIMINARY LOAN FOR 204 UNITS OF LOW-RENT PUBLIC HOUSING

* *

WHEREAS, it is the policy of this locality to eliminate substandard and other inadequate housing, to prevent the spread of slums and blight, and to realize as soon as feasible the goal of a decent home in a suitable living environment for all of its citizens; and

WHEREAS, under the provisions of the United States Housing Act of 1937, as amended, the United States of America, acting through the Secretary of Housing and Urban Development (herein called the "Government"), is authorized to provide financial assistance to local public housing agencies for undertaking and carrying out preliminary planning of low-rent housing projects that will assist in meeting this goal; and

WHEREAS, the Act provides that there shall be local determination of need for low-rent housing to meet needs not being adequately met by private enterprise and that the Government shall not make any contract with a public housing agency for preliminary loans for surveys and planning in respect to any low-rent housing projects unless the governing body of the locality involved has by resolution approved the application of the public housing agency for such preliminary loan; and

WHEREAS, the Housing Authority of the City and County of San Francisco (herein called the "Local Authority") is a public housing agency and is applying to the Government for a preliminary loan to cover the costs of surveys and planning in connection with the developmen' of low-rent housing;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. That there exists in the City and County of San Francisco a need for such low-rent housing which is not being met by private enterprise;

2. That the application of the Local Authority to the Government for a preliminary loan in an amount not to exceed $139,624 for surveys and planning in connection with low-rent housing projects of not to exceed approximately 204 dwelling units is hereby approved.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that for purposes of discussion he was combining items e) and f). Item e) will seek authorization for the Executive Director to prepare and submit an application for financial assistance for the construction of up to 204 units of family public housing to HUD and Item f) would approve an application for a preliminary loan for the 204 units.

For the last two years the Authority has made the rehabilitation of Yerba Buena Plaza West the top modernization priority. The low bid for the rehabilitation work exceeded that allowable by HUD. In December the Authority submitted a request to HUD to approve exceeding the limitation.

HUD has encouraged the Authority to consider new construction of low-rise garden apartments as an alternative. It appeared that HUD staff believes that new construction apartments may be a better solution to the problem.

The deadline to apply for the construction of new units is April 30, 1985. Mr. Hamilton stated that he supports submitting the application so that the option of new construction would be available to the Authority. In light of the fact that HUD has had the waiver pending since December, it would be prudent for the Authority to have other options available.

Mr. Hamilton called on the following persons who wanted to address the Commission regarding this matter: Terry Francois - would like the Commission to consider some sort of cooperative venture wherein these units would be sold to tenants. Mrs. Eva Mae Williams - recommended that none of the tenants move out until the monies are assured for the project.

Vice President Fussell moved to adopt Resolution No. 2648 and Resolution No. 2649 and Commissioner Chuck seconded the motion. Resolution No. 2648 and Resolution No. 2649 was UNANIMOUSLY ADOPTED.

(g) RESOLUTION NO. 2650

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PACIFIC GAS AND ELECTRIC COMPANY FOR REPLACEMENT OF THE WESTSIDE COURTS SITE LINES WITH A PG&E INSTALLED AND OWNED SYSTEM

* *

WHEREAS, $270,000 has been allocated to the Cal 1-8, Westside Courts Project in the Authority's CA-1-907 Modernization Program for replacement and relocation of gas mains in compliance with present day code requirements; and

WHEREAS, the PG&E, working with Authority contract engineers concluded the preliminary work and are now ready to install five 1-1/2 inch plastic gas services, manifolds, and the removal of the existing master meter; and

WHEREAS, the cost for engineering and installation of said work is $11,070.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the contract marked Exhibit "A" attached hereto is hereby approved; and

2. The Executive Director/Secretary is authorized and directed to execute the abovenamed contract on behalf of the Housing Authority.

Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution authorizes the execution of a contract with Pacific Gas and Electric for the installation of new gas lines at Westside Courts.

Commissioner Chuck moved to adopt Resolution No. 2650 and Commissioner Brooks seconded the motion. Resolution No. 2650 was UNANIMOUSLY ADOPTED.

PACIFIC GAS AND ELECTRIC COMPANY

PG&E — 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

February 7, 1985

San Francisco Housing Authority
1915 Egbert Avenue
San Francisco, CA 94124

RE: Westside Courts Cal 1-8, San Francisco, PGandE Doc. #G82167

Gentlemen:

The Housing Authority of the County of San Francisco, a public corporation (Housing Authority) has requested the Pacific Gas and Electric Company, a California corporation (PGandE) to take over "Housing Authority owned" Gas distribution facilities (Facilities) and provide individually metered service to the tenants of Housing Authority's Westside Courts Cal 1-8 San Francisco County, California (Project).

As an accommodation, PGandE is willing to take over Housing Authority's Facilities and to provide individually metered gas services to the tenants of the Project under the following terms and conditions.

Gas Facilities:

1. Housing Authority shall pay PGandE, on demand and prior to any work by PGandE $11,070.00, representing the estimated cost to PGandE for engineering and installation of five 1½ inch plastic gas services, manifolds, and the removal of the existing master meter, all as shown on the sketch attached and a part hereof.

2. PGandE shall, at its expense, install the gas regulators and meters for each service location as determined by PGandE.

3. Housing Authority, at its expense, shall arrange for any house line plumbing work that may be necessary to connect the individual tenants' house lines to the new gas meters.

General:

1. The gas systems to be acquired by PGandE shall provide the capability of serving each separate living space with individually metered gas service. All gas service to common area shall be separately metered by PGandE and billed to Housing Authority.

2. There shall be a "No Seal Agreement" ("Continuing Service Between Tenants Agreement") between Housing Authority and PGandE which provides that gas accounts shall not be turned off when a tenant vacates but shall be placed in the name of Housing Authority and Housing Authority shall be responsible for paying bills issued in its name.

3. Individual tenants of Housing Authority shall apply for service and establish credit in accordance with PGandE's filed tariffs. A record of prompt payment of rent to Housing Authority for the 12 month preceding applications of service shall be accepted as establishing credit under Gas Rule 6.A.5.

4. Gas meters shall be placed and maintained in suitable locked compartments. For which PGandE shall have a key. Other meter security devices shall be provided as determined necessary by PGandE.

5. Housing Authority hereby grants to PGandE all necessary Rights-of-Way and easements to install, operate, maintain, replace and remove the gas systems on property of Housing Authority.

6. Housing Authority shall notify PGandE that it has inspected its gas piping within each building in the Project and shall confirm to PGandE that its facilities are in conformance with all applicable local codes and ordinances and are safe for PGandE to connect to its gas systems.

7. PGandE shall retain ownership of the gas facilities up to and including the meter.

If the foregoing is acceptable to the Housing Authority, please indicate your acceptance by affixing a duly authorized signature below and returning one copy to this office. Questions regarding this matter should be directed to Sheryl Almon, 974-5881, extension 62.

Sincerely,

Owen H. Davis
Golden Gate Regional Manager

Owen H Davis III

OHD:mtw
Attachments
Drawings

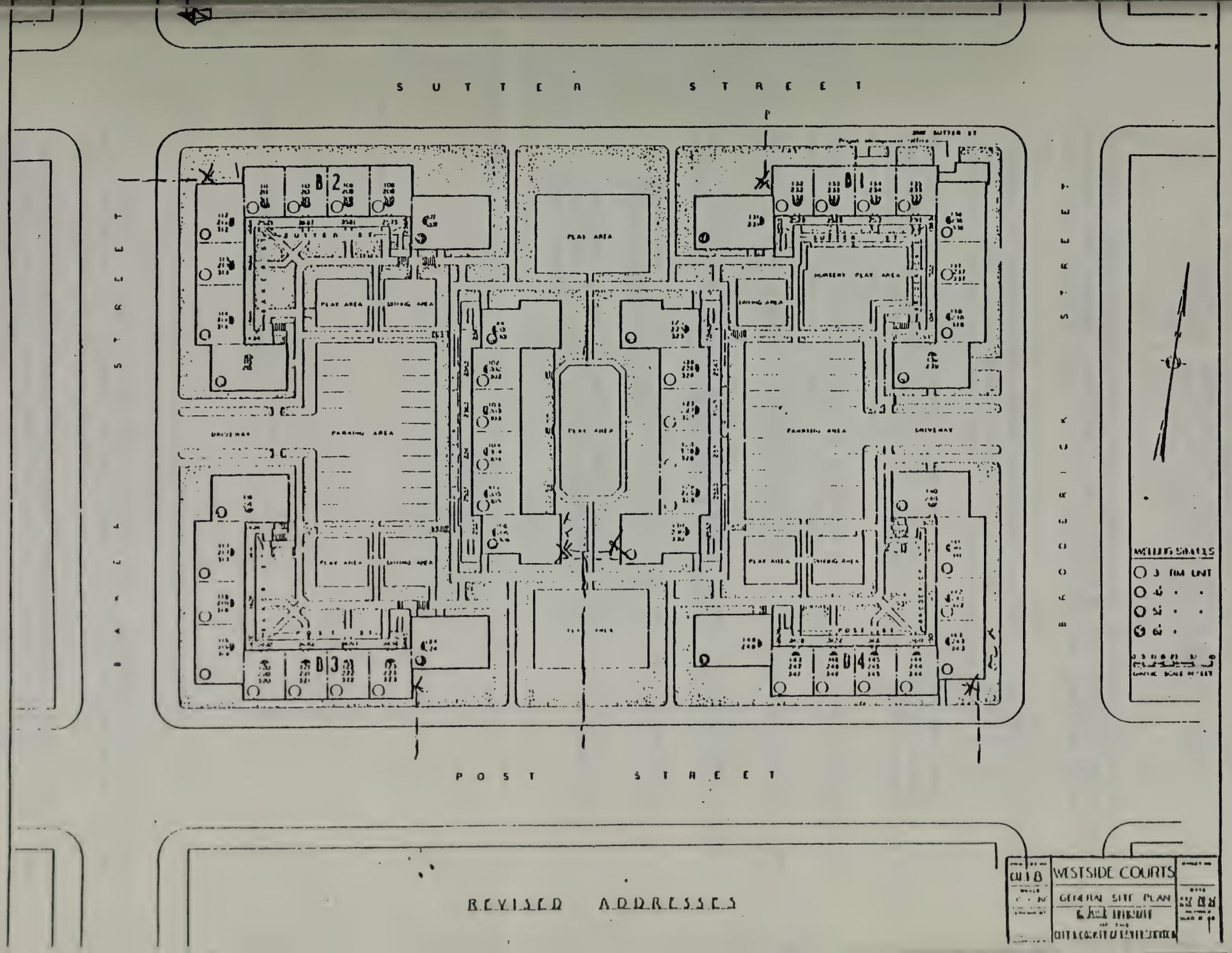
We understand and agree to the terms and conditions above.

HOUSING AUTHORITY OF SAN FRANCISCO COUNTY

BY:

TITLE:

DATE:


SUTTER STREET
BAKER STREET
BRODERICK STREET
POST STREET
B 2
D 1
D 3
D 4
PLAY AREA
PARKING AREA
DRIVEWAY
LIVING AREA
WESTSIDE COURTS
GENERAL SITE PLAN
REVISED ADDRESSES

(h) RESOLUTION NO. 2651

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PACIFIC GAS AND ELECTRIC COMPANY FOR REPLACEMENT OF AUTHORITY SITE GAS LINES AT HOLLY COURTS, CAL 1-1 WITH A PG&E INSTALLED AND OWNED SYSTEM

* *

WHEREAS, on July 24, 1975, the Commission by Resolution No. 1991 amended the annual contributions contract No. SF-255 approving the acceptance of funds for the modernization program Phase V; and

WHEREAS, $103,850 has been allocated to Cal. 1-1, Holly Courts Project, for replacement and relocation of gas mains in compliance with present day code requirements; and

WHEREAS, the PG&E working with Authority contract engineers concluded the preliminary work and are now ready to install nine 1-1/2 inch plastic gas services, manifold, and the removal of the existing master meter; and

WHEREAS, PG&E shall, at its expense install the gas regulators and meters for each service location as determined by PG&E; and

WHEREAS, the cost for engineering and installation of said work is $21,367.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the contract marked Exhibit "A" attached hereto is hereby approved; and

2. The Executive Director/Secretary is authorized and directed to execute the abovenamed contract on behalf of the Housing Authority.

Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution authorizes the execution of a contract with Pacific and Electric for the installation of new gas lines at Holly Courts.

Commissioner Chuck moved to adopt Resolution No. 2651 and Vice President Fussell seconded the motion. Resolution No. 2651 was UNANIMOUSLY ADOPTED.

PACIFIC GAS AND ELECTRIC COMPANY

PG&E

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

February 7, 1985

San Francisco Housing Authority
1915 Egbert Avenue
San Francisco, CA 94124

RE: Holly Park Courts Cal 1-1, San Francisco, PGandE Doc. #G82623

Gentlemen:

The Housing Authority of the County of San Francisco, a public corporation (Housing Authority) has requested the Pacific Gas and Electric Company, a California corporation (PGandE) to take over "Housing Authority owned" Gas distribution facilities (Facilities) and provide individually metered service to the tenants of Housing Authority's Holly Park Courts Cal 1-1 San Francisco County, California (Project).

As an accommodation, PGandE is willing to take over Housing Authority's Facilities and to provide individually metered gas services to the tenants of the Project under the following terms and conditions.

Gas Facilities:

1. Housing Authority shall pay PGandE, on demand and prior to any work by PGandE $21,367.00, representing the estimated cost to PGandE for engineering and installation of nine 1½ inch plastic gas services, manifolds, and the removal of the existing master meter, all as shown on the sketch attached and a part hereof.

2. PGandE shall, at its expense, install the gas regulators and meters for each service location as determined by PGandE.

3. Housing Authority, at its expense, shall arrange for any house line plumbing work that may be necessary to connect the individual tenants' house lines to the new gas meters.

General:

1. The gas systems to be acquired by PGandE shall provide the capability of serving each separate living space with individually metered gas service. All gas service to common area shall be separately metered by PGandE and billed to Housing Authority.

2. There shall be a "No Seal Agreement" ("Continuing Service Between Tenants Agreement") between Housing Authority and PGandE which provides that gas accounts shall not be turned off when a tenant vacates but shall be placed in the name of Housing Authority and Housing Authority shall be responsible for paying bills issued in its name.

3. Individual tenants of Housing Authority shall apply for service and establish credit in accordance with PGandE's filed tariffs. A record of prompt payment of rent to Housing Authority for the 12 month preceding applications of service shall be accepted as establishing credit under Gas Rule 6.A.5.

4. Gas meters shall be placed and maintained in suitable locked compartments. For which PGandE shall have a key. Other meter security devices shall be provided as determined necessary by PGandE.

5. Housing Authority hereby grants to PGandE all necessary Rights-of-Way and easements to install, operate, maintain, replace and remove the gas systems on property of Housing Authority.

6. Housing Authority shall notify PGandE that it has inspected its gas piping within each building in the Project and shall confirm to PGandE that its facilities are in conformance with all applicable local codes and ordinances and are safe for PGandE to connect to its gas systems.

7. PGandE shall retain ownership of the gas facilities up to and including the meter.

If the foregoing is acceptable to the Housing Authority, please indicate your acceptance by affixing a duly authorized signature below and returning one copy to this office. Questions regarding this matter should be directed to Sheryl Almon, 974-5881, extension 62.

Sincerely,

Owen H. Davis
Golden Gate Regional Manager

OHD:mtw
Attachments
Drawings

We understand and agree to the terms and conditions above.

HOUSING AUTHORITY OF SAN FRANCISCO COUNTY

BY:

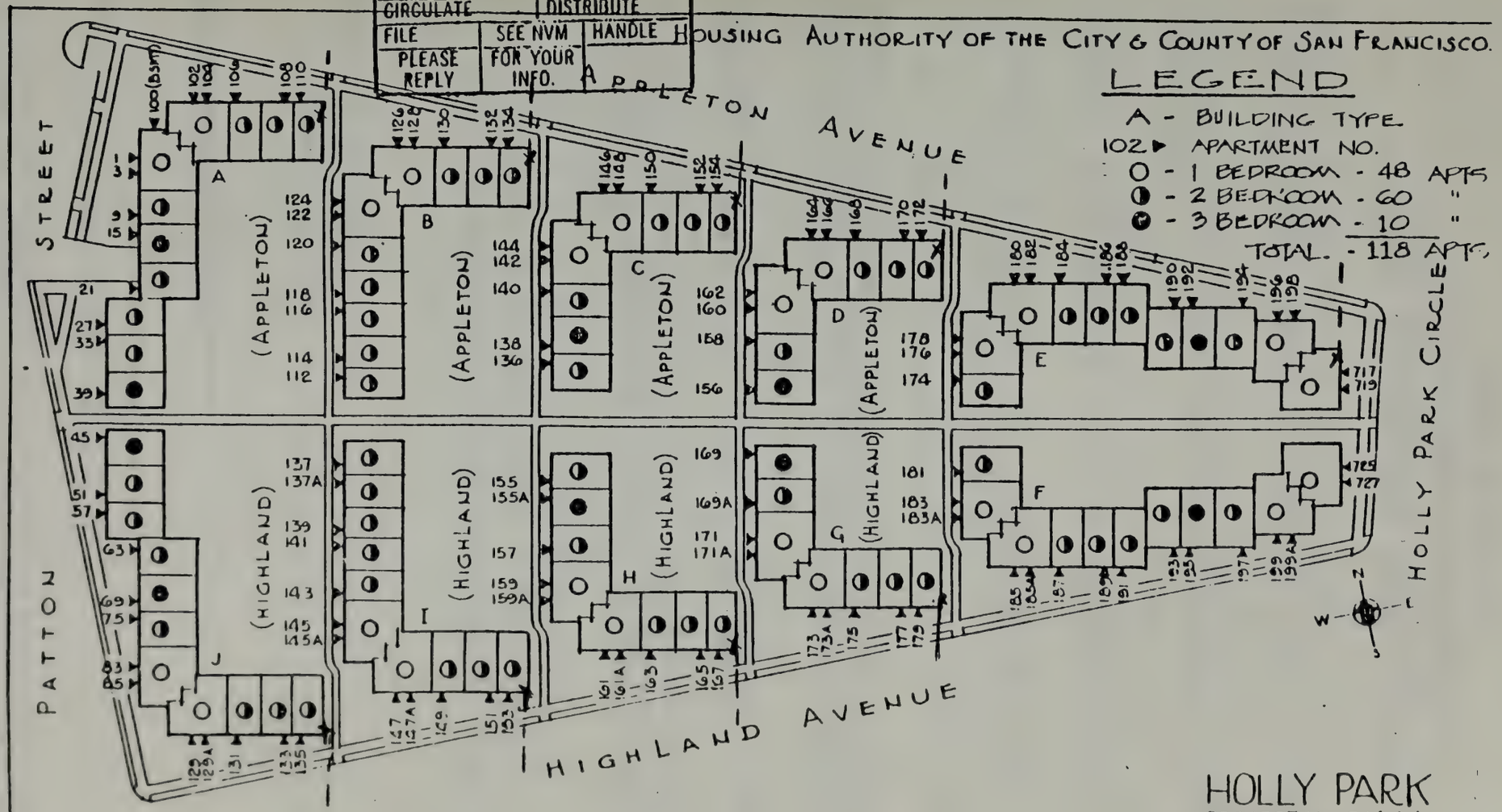
TITLE:

DATE:

ATTEST:

NVM	SAN FRANCISCO DISTRICT MKTG.	
SBA	FOLLOW-UP	
RGS	DATE	JL
DIC	JAN 23 1985	
FTD		EAT
LCN		HER
CIRCULATE	DISTRIBUTE	
FILE	SEE NVM HANDLE	
PLEASE REPLY	FOR YOUR INFO.	

HOUSING AUTHORITY OF THE CITY & COUNTY OF SAN FRANCISCO.



HOLLY PARK

PROJECT No CAL.1-1

SAN FRANCISCO - CAL.

(i) RESOLUTION NO. 2652

RESOLUTION AUTHORIZING TRAVEL TO
HONOLULU, HAWAII, MAY 17-22, 1985 TO
ATTEND THE NAHRO/PSWRC ANNUAL CONFERENCE
* *

WHEREAS, the NAHRO Pacific Southwest Regional Council will be holding its Annual Conference, May 17-22, 1985, in Honolulu, Hawaii; and

WHEREAS, the San Francisco Housing Authority is a member of the National Association of Housing and Redevelopment Officials (NAHRO): and

WHEREAS, the Conference will deal in matters of interest and relevancy to the programs of the San Francisco Housing Authority; and

WHEREAS, the Acting Executive Director, Wilbur W. Hamilton, has been invited to speak at several workshops concerning public housing and he will conduct a soliciting and screening process for the Executive Director and Director of Finance positions presently vacant at the Authority;

WHEREAS, this Authority deems that attendance by Commissioner Elouise Westbrook at the NAHRO/PSWRC Annual Conference is important and essential to the Authority's conduct of its low-rent housing programs;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SANF RANCISCO:

1. That the Executive Director and one Commissioner be authorized to travel to Honolulu, Hawaii, May 17-22, 1985 for the purpose of attending the NAHRO/PSWRC Annual Conference.

2. That travel be in conformance with the rules and regulations of the travel policy of this Authority.

3. That this Resolution shall become effective immediately.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution authorizes the Executive Director and President to travel to Honolulu, Hawaii to attend the NAHRO Pacific Southwest Regional Council, May 17-22, 1985. He will be interviewing and screening candidates for both the Director of Finance and Executive Director positions.

Vice President Fussell moved to adopt Resolution No. 2652 and Commissioner Brooks seconded the motion. Resolution No. 2652 was UNANIMOUSLY ADOPTED.

(j) RESOLUTION NO. 2653

RESOLUTION APPROVING A CONTRACT FOR PROFESSIONAL SERVICES BY AND BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND CARL L. WILLIAMS, CONSULTANT

* *

WHEREAS, the Authority will be selecting a new Executive Director either from staff or from outside the Authority, who will need assistance during a transition period; and

WHEREAS, the Authority has many complex activities, projects and programs that must be pursued expeditiously during the next three months; and

WHEREAS, the Consultant is familiar with these activities;

NOW, THEREFORE, BE IT RESOLVED, that the Acting Executive Director, Wilbur W. Hamilton, is hereby authorized to execute a ninety-day Professional Services Agreement with Carl L. Williams, commencing April 15, 1985.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution approves a contract for consulting services of Mr. Carl L. Williams, former executive director. There are a nummber of areas where Mr. Williams' understanding and knowledge is critical. It has already been necessary and will continue to be necessary to meet and confer with him. This would be handled on an as is needed basis at the rate of $40/hour, not to exceed $10,000.

Commissioner Chuck moved to adopt Resolution No. 2653 and Commissioner Brooks seconded the motion. Resolution No. 2653 was UNANIMOUSLY ADOPTED.

(k) RESOLUTION NO. 2654

RESOLUTION AUTHORIZING AWARD OF CONTRACT
TO BRENNAN CORE DRILLING, INCORPORATED
* *

WHEREAS, the Commissioners of the Housing Authority of the City and County of San Francisco has expressed a desire to approve purchase orders and contracts over a certain dollar limitation; and

WHEREAS, administrative procedures outlining applicable spending controls and approval levels are in the process of being drafted for presentation to the full Commission through its Finance Committee; and

WHEREAS, there is a need to award a contract for services before such procedures are considered by the Finance Committee and the full board;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. A bid opening was held on Friday, April 19, 1985 at 2:00 p.m. and was attended by: Bruce D. Feller, James A. Keating, Ronald S. Atkielski and Deborah F. Cabrill.

2. A bid quotation has been reviewed by the Chief, Modernization Branch and Procurement staff, and staff is in agreement that a firm fixed price contract be awarded to Brennan Core Drilling in the amount of $13,020.

3. The Executive Director is authorized to take all steps necessary to execute such a contract.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

DATED: _____

Mr. Hamilton stated that this resolution approves the awarding of a contract to Brennan Core Drilling, Incorporated for the insulation of new gas pipes in Potrero Terrace.

Commissioner Chuck moved to approve Resolution No. 2654 and Commissioner Brooks seconded the motion. Resolution No. 2654 was UNANIMOUSLY ADOPTED.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of April 25, 1985 was adjourned at 10:40 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss litigation and personnel matters.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SF
H65
M4
4/2/85

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

May 3, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, May 9, 1985 at 440 Turk Street.

Wilbur W. Hamilton
Interim Secretary/Executive Director

SF
H65
#1
5/9/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, May 9, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Rev. Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

    (a) Resolution - Authorizing Award of Contract for Bathroom Shower Installation at Ping Yuen, Cal. 1-15.

11. NEW BUSINESS:

    (b) Resolution - Approving Superseding Part I and New Part II of Section 8 Housing Certificate Program and Annual Contributions Contract SF 618 and Authorizing Execution.

    (c) Resolution - Approving Rehabilitation Program for the Third Floor at 1815 Egbert Avenue and Awarding the Bids for the "Openable" Windows and Blinds.

    (d) Resolution - Authorizing the Executive Director to Enter Into a Contract with Krueger Brothers Construction Company for the Repair of Fire Damage to the Property Located at 70 West Point Road

    (e) Resolution - Resolution Establishing the Civic Center Housing Finance Corporation 440 Turk Street Development.

12. ADJOURNMENT:

Wilbur W. Hamilton
Interim Secretary/Executive Director

SF
H65
#3
5/9/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, May 9, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, May 9, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James Fussell, Jr., Vice President
Joan San Jule, Commissioner (arrived 9:36)
Preston Cook, Commissioner
Betty Brooks, Commissioner
Reverend Harry Chuck, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Council

2. VISITORS:

Maybelline Hubbard
Gladys Mae Shafford, Westside Courts
Louise Hall
Cleola Richardson
Melvina Powell
Mary McAlister
Christine Hannah
Christine Neal, Alice Griffith

DOCUMENTS DEPT
MAY 1 1985

3. APPROVAL OF AGENDA:

Commissioner Brooks moved to approve the agenda of May 9, 1985 and Commissioner Cook seconded the motion. The agenda of May 9, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of April 25, 1985 and Vice President Fussell seconded the motion. The minutes of April 25, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Hamilton stated that an invitation has been extended to the Commission to attend the Valencia Gardens Senior and Disabled Club Heritage Dinner - May 21, 12:30 - 3:00 p.m. at 1794 - 15th Street.

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Tenant Relations Committee - Mr. Jim Williams reported that the Committee will be meeting Monday, May 13, 1985, 10:00.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Helen Mason of PHTA, submitted and read the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

RESOLUTION NO. 2565

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR BATHROOM SHOWER INSTALLATIONS PROJECT AT PING YUEN, CAL 1-15

* *

WHEREAS, on December 17, 1984, this Authority advertised for bids for bathroom shower installations project at Ping Yuen, Cal. 1-15; and

WHEREAS, on January 22, 1985, the following bids were received for the work, publicly opened and read aloud:

1.	Transworld Construction, Inc.	$334,900.00
2.	Carlin Construction	$423,200.00
3.	Thomas and Cottrell Construction	$353,000.00

WHEREAS, the Authority has determined that funds are provided in the amount of $359,040.00 on the 1984-1985 Community Development Program budget as a line item for this project; and

WHEREAS, the Authority has evaluated the bid and found the bid to be in order;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. A contract for the work be awarded to Transworld Construction, Inc., in the amount of $334,900.00.

II. That this action shall not constitute notice to the bidder of the award of contract, and no award shall be effective until the contractor is given written notice thereof.

III. That this action is contingent upon receipt and approval of the contractor's Affirmative Action Program and evidence of bondability.

IV. That the Secretary/Executive Director is authorized and is directed to execute a contract with the above-mentioned contractor on behalf of this Authority.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this matter was tabled at the February 28 meeting of the Commission. He has written to Jim Johnson, Director of the Office of Community Development regarding the possibility of reprogramming these CDBG monies allocated for bathroom remodeling at Ping Yuen to other areas. Mr. Johnson stated that the monies could only be reallocated by the Board of Supervisors of the City and County of San Francisco. Mr. Johnson has not received any indication from the Board of Supervisors or the Mayor's office that they would be willing to reappropriate the funds. Mr. Hamilton has visited Ping Yuen, spoke to the tenants and toured the facilities and he is recommending that the Commission authorize the contract for the shower installations at Ping Yuen.

Vice President Fussell moved to adopt Resolution No. 2565 and Commissioner Chuck seconded the motion. Resolution No. 2565 was UNANIMOUSLY ADOPTED.

11. NEW BUSINESS:

(a) RESOLUTION NO. 2566

RESOLUTION APPROVING SUPERSEDING PART I AND NEW PART II OF SECTION 8 HOUSING CERTIFICATE PROGRAM AND ANNUAL CONTRIBUTIONS CONTRACT SF 618 AND AUTHORIZING EXECUTION
* *

The Housing Authority of the City and County of San Francisco ("PHA") entered into a Section 8 Annual Contributions Contract ("ACC") on December 23, 1975 as amended, with the United States of America ("Government").

The Section 8 ACC must now be revised so that it will consist of the following counterparts:

a. Superseding Part I of the ACC, HUD 52520B (12/84), applicable to the Section 8 Existing Housing Certificate Program.

b. New Part II of the ACC, HUD 52520E (12/84), applicable to Section 8 Existing Housing Certificate Program.

NOW, THEREFORE, BE IT RESOLVED BY THE PHA, AS FOLLOWS:

1. The SUPERSEDING Part I Section 8 ACC and the new Part II of the ACC for the Housing Certificate Program is hereby approved and accepted. The President or Vice President is hereby authorized and directed to execute the counterparts of the ACC on behalf of the PHA, and the Secretary is hereby authorized to impress the official seal of the PHA on each such counterpart and to forward such executed counterparts to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

2. This resolution shall take effect immediately.

Mr. Hamilton stated that this resolution requests authorization to execute a new Annual Contributions Contract with HUD which will continue the Authority's administration of the Section 8 Existing Housing program.

Vice President Fussell moved to adopt Resolution No. 2566 and Commissioner Chuck seconded the motion. Resolution No. 2566 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2567

RESOLUTION APPROVING REHABILITATION PROGRAM FOR THE THIRD FLOOR AT 1815 EGBERT AVENUE AND AWARDING THE BIDS FOR THE "OPENABLE" WINDOWS AND BLINDS

* *

WHEREAS, the San Francisco Housing Authority has received a favorable response from the Department of Housing and Urban Development regarding CAL. 1-41, the 440 Turk Street development; and

WHEREAS, the third floor at 1815 Egbert Avenue presents the most economical and efficient relocation space for the 440 Turk Street offices during the construction period of the new structure at 440 Turk Street; and

WHEREAS, staff has prepared an estimate for the rehabilitation of said floor to accommodate the needs of the 440 Turk Street offices; and

WHEREAS, staff has solicited three bids each for the "openable" windows and venetian blinds as follows:

26 "Openable" Windows:

Western Plate Glass	$10,850.00
Bonnelli Enterprises	$11,000.00
Oliver Glass	$11,727.00

80 Venetian Blinds:

Harrison Associates	$ 7,306.00
Parmount Corp.	$ 8,984.00
ABC Blinds	$12,382.00

WHEREAS, the funds for the remodeling of the third floor is budgeted in the development cost of CAL. 1-41 and does not include housing authority operating funds;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE SAN FRANCISCO HOUSING AUTHORITY THAT THE COMMISSION:

1. Approve the utilization of the third floor at 1815 Egbert Avenue as temporary relocation space for the 440 Turk Street administration offices.

2. Approve the overall rehabilitation cost for said floor, not to exceed $105,000.

3. Authorize staff to award the window and venetian blind contracts to the low bidders in the amounts, respectively, of $10,850 and $7,306.

FURTHERMORE, that the Executive Director is hereby authorized to do all things necessary and proper to implement this rehabilitation program.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes 1) the use of 1815 Egbert Street as temporary relocation space for administrative offices 2) rehabilitation cost for that space; 3) award of contracts for venetian blinds and "openable" windows to the low bidders. President Westbrook requested that office space be made available for the President of the Commission at the Egbert Street facility as well as in the new administrative offices. Vice President Fussell asked if the facility will be rented out afterwards. Mr. Deasy explained that the net rental income would be paid to HUD. Commissioner Cook asked if this was for an indefinite length of time. Mr. Deasy explained that it is limited to the repayment of the bond.

Commissioner San Jule moved to adopt Resolution No. 2567 and Commissioner Brooks seconded the motion. Resolution No. 2567 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2568

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KRUEGER BROS. CONSTRUCTION COMPANY FOR THE REPAIR OF FIRE DAMAGE TO THE PROPERTY LOCATED AT 70 WEST POINT ROAD

* *

WHEREAS, a fire recently caused severe damage to the Housing Authority units lcoated at 70 West Point Road, in the Hunters View project; and

WHEREAS, the fire insurance carrier, the fire insurance adjuster, the recommended contractor and the Housing Authority staff have agreed on a total cost of repair in the amount of $54,744.72; and

WHEREAS, the insurance company has contributed insurance proceeds less the deductible of $32,675.75 to reimburse the Housing Authority under its policy; and

WHEREAS, the scope of work and cost estimate prepared by the approved Contractor is acceptable to the Housing Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is authorized to execute a contract for the repair of fire damage to the property located at 70 West Point Road in the amount of $54,774.72 with the Krueger Bros. Construction Company.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution authorizes the execution of a contract with Krueger Bros. Construction Company for the repair of fire damage to property located at 70 West Point Road. President Westbrook stated that it would be a good idea for the tenants to get insurance for the items inside the home. Mr. Jim Williams stated that his office is looking into that matter.

Vice President Fussell moved to adopt Resolution No. 2568 and Commissioner Brooks seconded the motion. Resolution No. 2568 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2569

****

RESOLUTION MAKING CERTAIN FINDINGS AND DETERMINATIONS WITH RESPECT TO PROPOSED FINANCING PLANS OF A CALIFORNIA NONPROFIT CORPORATION TO BE FORMED SHORTLY, AND CONSENTING TO THE DETERMINATION TO BE MADE BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT THAT SAID CORPORATION CONSTITUTES AN INSTRUMENTALITY OF A PUBLIC HOUSING AGENCY SOLELY WITHIN THE MEANING OF SECTION 3(6) OF THE UNITED STATES HOUSING ACT OF 1937, AS AMENDED; APPROVING CERTAIN DOCUMENTS RELATING THERETO.

WHEREAS, a serious shortage of decent, safe and sanitary housing for persons and families exists in the City and County of San Francisco, California (the "County") and the Housing Authority of the City and County of San Francisco (the "Authority") desires to cause to be provided decent, safe and sanitary housing for persons and families in the City and County; and

WHEREAS, a California nonprofit corporation to be known as Civic Center Housing Finance Corporation (the "Corporation") will be formed by public-spirited citizens under California laws (the "Act") to engage in or assist in carrying out (including assistance by borrowing and lending funds) the acquisition, construction or rehabilitation, and equipping of housing projects for low income persons pursuant to the United States Housing Act of 1937, as amended (the "Housing Act"); and

WHEREAS, under the Act and the Articles of Incorporation of the Corporation, the Corporation will be duly authorized to borrow money through the issuance of notes or other forms of indebtedness of the Corporation and will be duly authorized to loan the proceeds of such borrowing in order to further the public purposes for which the Corporation will be formed; and

WHEREAS, the Corporation will propose to only provide for the loan financing for the acquisition, rehabilitation or construction and equipping of housing developments designed for occupancy by persons eligible for assistance under the Housing Act and to be located in the City and County of San Francisco.

WHEREAS, the developer of the proposed development at 440 Turk Street (the "Project") has indicated that the financing of the Project would be facilitated by the issuance of tax-exempt interim obligations by a "public housing agency" (or instrumentality thereof) pursuant to Section 11(b) of the Housing Act and the regulations promulgated thereunder; and

WHEREAS, in order to raise funds with which to provide the construction loan financing for the Project, the Corporation intends to issue Construction Loan Notes (the "Notes") to be secured by an Indenture of Trust (the "Indenture") from the Corporation to a California bank as Trustee (the "Trustee"); and

WHEREAS, the form of the Articles of Incorporation and Bylaws of the Corporation have been reviewed by the Authority and are attached to this resolution as Exhibits A and B respectively and incorporated herein by this reference; and

WHEREAS, the Authority approves the attached form of the Articles of Incorporation and Bylaws of the Corporation, to be filed with the Secretary of State of the State of California; and

WHEREAS, the proposed Bylaws of the Corporation call for the Authority to designate the initial directors of the Corporation; and

WHEREAS, it is now necessary and advisable for the members of the governing body of the Authority to adopt this Resolution, as required by Regulations 24 CFR, Part 811, Subpart A of the United States Department of Housing and Urban Development ("HUD"), to enable the Corporation to proceed with financing of and the developments of low income housing projects.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, THAT:

SECTION 1. It is hereby found and determined that the plans of the Corporation with respect to providing financing assistance for the Project, including the Corporation's projected program and related expenditures as will be submitted to HUD pursuant to 24 CFR, Part 811, Subpart A, will tend to provide decent, safe and sanitary housing for persons and families, including persons and families eligible for assistance under the Housing Act.

SECTION 2. The form of Articles of Incorporation and Bylaws of the Corporation, organizational and other activities and records are hereby ratified and approved in general concept, and the Executive Director of the Authority is

authorized to review and give final approval and ratification of said documents on behalf of the Authority.

SECTION 3. The following persons are hereby designated to serve as the initial directors of the Corporation: _____, _____, and _____.

SECTION 4. The Directors of the Corporation plan to have issued a Certificate of Incorporation by the Secretary of State of the State of California. The Directors of the Corporation will be authorized and directed to issue, sell and deliver Notes of said Corporation pursuant to the applicable laws of the State of California, and plan to permit the assignment and/or pledge of any security interest in the properties so acquired by said Corporation for the purpose of constructing and to enter into contracts for the sale of the Notes and the construction of the Project and, upon payment or defeasance of all indebtedness approved in this process, to convey title to any property rights owned by the Corporation to a public housing agency or nonprofit corporation approved by HUD.

SECTION 5. The Authority will be presented with a Resolution of the Corporation which will include provision for the issuance and sale of Notes, form of the Indenture, including the form of the Notes, form of the mortgage and mortgage note, the pledge of which shall secure the Notes, the form of the Official Statement respecting the Notes, and miscellaneous materials relating to the authorization of the Notes for the Project and, in general principle, hereby approves the same and their adoption and execution and all other documents necessary and proper to carry out the purposes herein; and provided further that the Executive Director is authorized to give final approval and authorization of such documents in their final form on behalf of the Authority.

SECTION 6. It is hereby further found and determined that the issuance of the Notes to finance the Project by the Corporation pursuant to the Indenture will serve to enable the Corporation to carry out its plan and is hereby approved.

SECTION 7. The members of the governing body of the Authority hereby approve and consent to the determination to be made by HUD that the Corporation constitutes an "instrumentality" and a "public housing agency" solely within the meaning, and only for the purposes, of Section 3(6) of the Housing Act, and HUD Regulations, particularly 24 CFR, Part 811, Subpart A, for the purpose of providing the interim financing for the Project. Nothing contained in this Resolution is intended, nor shall it be construed (1) to establish or create, or to authorize the establishment or creation by HUD, the Authority, or the Corporation, or

otherwise, of any common law or statutory agency relationship between the Corporation and the Authority or between the Corporation and HUD, under the laws of the State of California, (2) to create or authorize the creation of, any indebtedness, obligation or liability of the Authority or HUD of any kind whatsoever, except for obligations assumed by HUD, or (3) to authorize any development, construction or acquisition of a low rent housing project by the Authority within the meaning of Article XXXIV of the Constitution of the State of California.

SECTION 8. The Notes of the Corporation shall not constitute a debt of the Authority or the State of California or any of its political subdivisions.

SECTION 9. Upon dissolution of the Corporation, title to or other interest in any real or personal property that is owned by the Corporation at the time of dissolution shall be transferred to a public housing agency (as that term is defined by HUD in its regulations) or to another nonprofit entity as determined by the Authority and approved by HUD, to be used only for purposes approved by HUD, and the Authority agrees to designate a public housing agency or another nonprofit entity, subject to approval by HUD, to accept such title or other interest, if there is any.

SECTION 10. The Authority hereby agrees to review the Corporation's performance upon payment of the Notes if HUD so requires.

SECTION 11. The lawful acts of the Corporation, in authorizing the issuing and selling of the Notes secured by the Indenture, as well as the projected construction financing program and projected expenditures of the Corporation with respect to the Project, are to be reviewed by the Executive Director who is authorized to act on behalf of the Authority to approve the same.

SECTION 13. It is found and determined that all formal actions of the Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Authority; and that all deliberations of the Authority and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

SECTION 13. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 14. All prior resolutions and orders or parts thereof in conflict herewith are, to the extent of such

conflict, hereby repealed and this Resolution shall take effect from and after its passage in accordance with the laws of the State of California.

Adopted and approved this ___ day of _____, 1985

_____
Presiding Officer

Attest with the Seal of
the Authority

_____
Clerk

JNRESOLU,TXTMH

EXHIBIT A

ARTICLES OF INCORPORATION

OF

CIVIC CENTER HOUSING FINANCE CORPORATION

ARTICLE I

NAME

The name of the Corporation is CIVIC CENTER HOUSING FINANCE CORPORATION.

ARTICLE II

PURPOSES

A. The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purposes for which the Corporation is organized are:

(1) To carry out or assist in carrying out low-income housing projects financed in compliance with the United States Housing Act of 1937, as amended, and the regulations promulgated thereunder.

(2) To engage in any lawful act or activity for which nonprofit public benefit corporations may be

organized under the Nonprofit Public Benefit Corporation Law, to the extent that such act or activity may be conducted by a corporation carrying out or assisting in carrying out low- and moderate income housing projects in the City and County of San Francisco.

(3) To do everything necessary, advisable or convenient for the accomplishment of the purposes set forth above, and to do all other things incidental thereto or connected therewith which are not forbidden by the laws of the State of California or by these Articles of Incorporation.

ARTICLE III

POWERS

The Corporation shall have and exercise all powers, rights and authority conferred upon nonprofit public benefit corporations by the Nonprofit Public Benefit Corporation Law and any enlargement of such powers conferred by subsequent legislative acts; and, in addition, the Corporation shall have and exercise all powers and rights which are not otherwise denied nonprofit public benefit corporations by the laws of the State of California and which are necessary, advisable or convenient to the attainment of the purposes set forth in Article II of these Articles of Incorporation. Notwithstanding any other provision of these Articles, the

Corporation shall limit its activities, and the funds and assets connected therewith, to carrying out or assisting in carrying out projects in compliance with the United States Housing Act of 1937 in the City and County of San Francisco, California.

ARTICLE IV

INITIAL REGISTERED AGENT

The name and address in the State of California of the Corporation's initial agent for service of process is:

Wilbur W. Hamilton
440 Turk Street
San Francisco, California 94102

ARTICLE V

APPROVAL OF ARTICLES, BYLAWS AND AMENDMENTS

These Articles and the original Bylaws of the Corporation must be approved by the Housing Authority of the City and County of San Francisco, California. The original Bylaws may authorize the Board of Directors to make, alter or repeal these Articles and the Bylaws; however, all amendments to the Articles and Bylaws of the Corporation must be approved by the Housing Authority and the United States Department of Housing and Urban Development.

ARTICLE VI

COMPENSATION

The Corporation shall receive no compensation in connection with the financing of any project, except for its expenses. Such expenses shall be subject to approval by the United States Department of Housing and Urban Development in determining the development cost, cost of issuance and servicing fee of financed projects, as appropriate and in compliance with applicable United States Department of Housing and Urban Development regulations. Should the Corporation receive any compensation in excess of such expenses, such excess shall be placed in the debt service reserve fund created pursuant to the indenture of trust with respect to the financing of the related project.

ARTICLE VII

CHARITABLE PROVISION

A. The Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (1) by a coroporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation

contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

C. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE VIII

DISTRIBUTION OF ASSETS AND INCOME

The property of the Corporation is irrevocably dedicated to charitable/public pruposes and no part of the net income or assets of the Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation, shall be distributed to the Housing Authority of the City and County of San Francisco, California or to another nonprofit entity as determined by the Housing Authority and approved by the United States Department of Housing and Urban Development, to be used only for purposes approved by that Department.

ADOPTED THIS ____ day of _____, 1980.

_____
M DAVID KROOT, Incorporator

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

M DAVID KROOT, Incorporator

JN/3114, TXTLS

EXHIBIT B

BYLAWS

OF

CIVIC CENTER HOUSING FINANCE CORPORATION

ARTICLE I

OFFICES

The principal office of the Corporation in the State of California shall be located at 1815 Egbert Street, San Francisco, California 93124. The Corporation may have such other offices within the State of California, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

ARTICLE II

MEMBERS

The Corporation shall have no members.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Powers. Subject to the limitations of the Articles of Incorporation, of these Bylaws and of the laws of the State of California as to actions to be authorized and approved by the Board of Directors, all corporate powers shall be exercised by or under authority of, and the business and affiars of the Corporation shall be controlled by a Board of Directors.

Section 2. Number, Selection, and Residency of Directors. The Corporation shall have three (3) directors, each of whom shall be a resident of the State of California.

The initial directors shall be appointed by resolution of the Commission of the Housing Authority of the City and County of San Francisco, California (the "Housing Authority Commission") and shall continue to serve until the occurrence of an event of death, resignation or removal.

Section 3. Vacancies and Resignation. A vacancy in the Board of Directors shall exist in case of the death, resignation or removal of any director. A director who misses three (3) consecutive meetings without a valid excuse shall be deemed to have resigned from the Board. The validity of excuses for absences shall be determined by the Board of Directors.

Any vacancy occurring in the Board shall be filled by the Housing Authority Commission.

If the Board of Directors accepts the resignation of a director, tendered to take effect at a future time, the Housing Authority Commission shall have the power to name the successor to take office when the resignation becomes effective.

The Housing Authority Commission may remove any director at any time by serving written notice of such removal upon such director and upon the President or Vice President/ Secretary of the Corporation. Such removal shall be effective immediately upon service of such notice upon the President or Vice President/Secretary.

Section 4. Regular Meetings. An annual meeting of the Board of Directors shall be held on the third Thursday in the month of May in each year, beginning in the year 1985, at a time and place to be determined by the Board of Directors, for the purpose of transacting such business as may come before the meeting. The Board of Directors may provide by resolution the time and place, within the City and County of San Francisco, California, for the holding of regular meetings of the Board without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by any director. The director calling a special meeting of the Board may fix any place, within the City and County of San Francisco, California, as the place for holding such special meeting.

Section 6. Notice. Unless otherwise provided by resolution of the Board of Directors or these Bylaws, notice of every meeting of the Board of Directors shall be given to each director in accordance with Article X of these Bylaws.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 8. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 9. Compensation. Directors shall not receive any stated salaries for their services but, by resolution of the Board of Directors, expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board. This Section 9 shall not be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.

Section 10. Action without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the directors, or committee members, and filed with the minutes of proceedings of the Board of Directors or committee.

ARTICLE IV

OFFICERS

Section 1. Officers. The officers of the Corporation shall be a President, a Vice President/Secretary and a Chief Financial Officer. The Board of Directors may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board of Directors. Any two or more offices may be held by the same person.

Section 2. Election and Term of Office. The officers of the Corporation shall be elected by the Board of Directors at its annual meeting. If the election of officers is not held at such meeting, it shall be held as soon thereafter as may be convenient. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor is elected and qualified or until his earlier removal or resignation.

Section 3. Removal and Resignation. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Any officer may resign at any time upon written notice to the Board of Directors.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. The President shall preside at all meetings of the Board of Directors; may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of President

and such other duties as may be prescribed by the Board of Directors.

Section 6. Vice President/Secretary. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President/Secretary shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President/Secretary shall cause the minutes of the meetings of the Board of Directors to be kept in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the Corporation; see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; and in general perform all duties incident to the office of Vice President/Secretary and such other duties as may be prescribed by the President or by the Board of Directors.

Section 7. Chief Financial Officer. If required by the Board of Directors, the Chief Financial Officer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Chief Financial Officer shall have charge and custody of and be responsible for all funds and sureties of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws; and in general perform all the duties incident to the office of Chief Financial Officer and such other duties as may be prescribed by the President or by the Board of Directors.

ARTICLE V

COMMITTEES

Section 1. Executive Committee. The Board of Directors, by resolution adopted by a majority of the whole board, may designate and appoint an Executive Committee, consisting of one or more directors, which committee, to the extent provided in said resolutio, shall have and exercise the authority of the Board of Directors in the management of the Corporation; provided, however, that the Executive Committee shall not have the authority of the Board of Directors in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of any committee or any director or officer of the Corporation; amending the Articles of Incorporation; adopting an agreement of merger or

consolidation; authorizing the voluntary dissolution of the Corporation; or revoking proceedings therefor; adopting a plan for the distribution of the assets of the Corporation; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The Executive Committee shall act only in the interval between meetings of the Board of Directors and shall at all times be subject to the control and direction of the Board. The designation and appointment of the Executive Committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon it or a director by law.

Section 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present, and the President of the Corporation shall appoint the members thereof. Any member thereof may be removed by the President whenever in his or her judgment the best interests of the Corporation will be served by such removal.

Section 3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Board of Directors of the Corporation and until his or her successors is appointed, unless the committee shall be sooner terminated or unless the committee member shall be otherwise removed or disqualified.

Section 4. Chairman. The chairman of each committee shall be a director and shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS AND LOANS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the

Corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Chief Financial Officer and countersigned by the President or the Vice President/Secretary of the Corporation.

Section 3. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

Section 5. Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 6. Proxies with Respect to Securities of Other Corporations. Unless otherwise provided by resolution adopted by the Board of Directors, the President or the Vice President/Secretary may from time to time appoint an attorney or attorneys, or an agent or agents, to exercise in the name and on behalf of the Corporation the powers and rights which the Corporation may have as the holder of stock or other securities in any other corporation to vote or to consent with respect to such stock or other securities; and the President or the Vice President/Secretary may instruct the person or persons so appointed as to the manner of exercising such powers and rights and the President or the Vice President/Secretary may execute or cause to be executed in the name and on behalf of the Corporation and under its corporate seal, or otherwise, all such written proxies, powers of attorney or other written instruments as he or she may deem necessary in order that the Corporation may exercise such powers and rights.

ARTICLE VII

BOOKS, RECORDS AND ACCOUNTS

The Corporation shall keep at its principal office correct and complete books and records of account and minutes

of the proceedings of its Board of Directors and its Executive Committee, if any. All books and records of the Corporation may be inspected by agents or attorneys of the Housing Authority of the City and County of San Francisco for any proper purpose at any time.

ARTICLE VIII

FISCAL YEAR

The fiscal year of the Corporation shall be from January 1 to December 31.

ARTICLE IX

INDEMNIFICATION

Section 1. In General. The Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by or in the right of the Corporation) by reason of the fact that he is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by him in connection with such proceeding if he acted in good faith and in a manner he reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Corporation or, with respect to a criminal proceeding, had reasonable cause to believe that his conduct was unlawful.

Section 2. Actions by or in the Right of the Corporation. The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit if such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the Corporation, unless and only to the extent that the court in which such action or suit was brought shall determine upon allocation that, despite the adjudication of liability but in view of all

circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall deem proper.

Section 3. Definitions of Agent, Proceeding and Expenses. For purposes of this Article, "agent" means any person who is or was a director, officer, employee or other agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnfication under this Article VIII.

Section 4. Required Indemnity. To the extent that an agent of the Corporation has been successful on the merits or otherwise in defense of any proceeding referred to in Sections 1 and 2 of this Article IX or in defense of any claim, issue or matter therein, the agent shall be indemnified against his expenses actually and reasonably incurred in connection therewith.

Section 5. Authorization of Indemnity. Any indemnification under Sections 1 and 2 of this Article, unless ordered by a court, shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 1 or Section 2. Such determination shall be made (a) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding; or (b) if such a quorum is not obtainable, or, if obtainable and a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

Section 6. Advance Indemnification. Expenses incurred in defending any proceeding may be paid by the Corporation in advance of the final disposition of such proceeding if authorized by the Board of Directors in the manner specified in Section 5 of this Article, upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Corporation as authorized in this Article.

Section 7. Not Exclusive of Other Rights. The indemnification provided by this Article shall continue as to

a person who has ceased to be an agent and shall inure to the benefit of the heirs, executors and administrators of such a person. The indemnification provided by this Article IX shall not be deemed exclusive of any other rights to indemnification to which agents may be entitled by contract or otherwise under law.

Section 8. Insurance. The Corporation shall have the power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent arising out of the agent's status as such, whether or not the agent could be indemnified by the Corporation under this Article.

ARTICLE X

NOTICE

For purposes of these Bylaws, "notice" means a written notification of a meeting (a) stating time, place and, in the case of a special meeting, purpose; (b) properly addressed according to the last available corporate records; (c) sent or delivered to each director entitled to vote at the meeting; and (d) delivered or mailed not less than five nor more than fifty days before the date of the meeting. "Written" includes printed, handwritten, typewritten, engraved, lithographed, photostated, telephotographed, and other forms of recordation. If mailed, notice is given when deposited in the United States mail, postage prepaid.

A director may make written waiver of any notice of any meeting required to be given under the provisions of the Non-Profit Public Benefit Corporation Law or under the provisions of the Articles of Incorporation or the Bylaws of the Corporation, before, at or after the meeting. The waiver shall be filed with the person designated to act as secretary of the meeting who shall enter it upon the records of the meeting. Appearance at a meeting is deemed a waiver unless it is solely for the purpose of asserting, at the beginning of the meeting, the illegality of the meeting.

ARTICLE XI

SEAL

The Corporation may have a common seal to be kept by the Vice President/Secretary.

ARTICLE XII

LOW-AND MODERATE INCOME HOUSING PROGRAM

Section 1. Approval of Program, Expenditures and Projects. The Corporation's low- and moderate- income

housing program, its expenditures, and each low income housing project to be carried out or assisted by the Corporation must first be approved by the Housing Authority of the City and County of San Francisco.

Section 2. Approval of Issuance of Obligations. Each issue of bonds, notes or other evidence of indebtedness of the Corporation must be approved by the Housing Authority of the City and County of San Francisco not more than sixty days prior to the date of issue. Subsequent substantive changes in the terms and conditions of the issue must be approved by the Housing Authority of the City and County of San Francisco prior to the date of issue.

Section 3. Audits. Within ninety days after (a) execution of a Housing Assistance Payments Contract or (b) final endorsement relating to a low- and moderate- income housing project to be carried out or assisted by the Corporation, the Corporation shall furnish the Housing Authority of the City and County of San Francisco an audit of all its books and records conducted by an independent public accountant. In addition, the Corporation shall furnish such an audit to the Housing Authority biennially.

Section 5. Annual Review. The Housing Authority of the City and County of San Francisco will conduct an annual review of the Corporation's performance and provide the United States Department of Housing and Urban Development with a copy of the review together with a copy of any audit performed during the reporting period.

ARTICLE XIII

AMENDMENTS

The Articles of Incorporation and these Bylaws may be altered, amended or repealed at any meeting of the Board of Directors upon receiving the affirmative vote of two-thirds of the directors who are present at the meeting and entitled to vote; provided, however, that notice of the meeting and of the proposed amendment shall be given and that such action must be approved by the United States Department of Housing and Urban Development and the Housing Authority of the City and County of San Francisco.

JN/3115,TXTLS
05/03/85

Mr. Hamilton stated that the 440 Turk Street Development program for the construction of administrative offices and 89 units of housing for seniors is based on the availability and use of tax-exempt construction financing. This resolution authorizes the establishment of the Civic Center Housing Finance Corporation for the purpose of issuing the tax-exempt construction notes. The corporation would be an instrumentality of the San Francisco Housing Authority. Mr. Hamilton requested that the section referring to the naming of the officers be deleted at this time. He will bring that before the Commission at a future date.

Commissioner San Jule moved to adopt Resolution No. 2569 and Commissioner Brooks seconded the motion. Resolution No. 2569 was UNANIMOUSLY ADOPTED.

Commissioner Cook asked for an update on the Aspen Proposal. Mr. Deasy explained that there have been no changes in the status of the proposal. It is still pending at HUD at the present time.

Commissioner Cook called attention to a proposal submitted to the San Francisco Foundation written by the San Francisco Neighborhood Legal Assistance Foundation. The proposal written in December 1983 contains gross misinformation regarding the San Francisco Housing Authority's vacancies and maintenance requests. Although the proposal was written some time ago, Commissioner Cook requested that a letter be sent to SFNLAF with the correct information and that a copy be sent to the San Francisco Foundation.

Visitors - Mr. Hamilton called on the following visitors who filled out cards stating that they wished to address the commission: Mrs. Shafford; Mrs. Mumphery and Mrs. Neal.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of May 9, 1985 was adjourned at 10:37 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss personnel matters.

ELOUISE WESTBROOK, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

SF
H65
#4
5/23/85

MAY 20, 1985

P U B L I C N O T I C E

THE REGULARLY SCHEDULED MEETING AND THE ANNUAL MEETING OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL START AT 9:30 A.M., ON WEDNESDAY, MAY 23, 1985 AT 440 TURK STREET, SAN FRANCISCO, CALIF.

Bernard J. Deasy

for WILBUR W. HAMILTON
INTERIM SECRETARY/EXECUTIVE DIRECTOR

EF
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5/23/85

ANNUAL AND REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, May 23, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Rev. Harry Chuck, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Authorizing Amendment No. I To Professional Services Contract with Jane P. Hale.

   (b) Resolution - Authorizing the Execution of Amendment No.60 to Annual Contributions Contract No. SF-255 Providing for the Deposit of Monies Under A General Depositary Agreement; and the Issuance of Project Loan Notes and Permanent Notes.

   (c) Resolution - Authorizing the Execution of Amendment No. 61 to Annual Contributions Contract No. SF-255 Providing for the Deposit of Monies Under a General Depositary Agreement; and the Issuance of Project Loan Notes and Permanent Notes.

   (d) Resolution - Approving PHTA Quarterly Operating Budgets for the Second, Third and Fourth Quarters of Fiscal Year 1984-85.

(e) Resolution - Authorizing a Revision to the Low Rent Operating Budget for Fiscal Year 1984-85.

(f) Resolution - Authorizing Fiscal Year 1985-86 Operating Budget for the Section 8 Substantial Rehabilitation Project - Mercy Terrace.

(g) Resolution - Authorizing Fiscal Year 1985-86 Operating Budget for the Section 8 Aftercare Program.

(h) Resolution - Authorizing Fiscal Year 1985-86 Operating Budget for the Section 8 New Construction Projects - Northridge 004, 005, and 006.

(i) Resolution - Authorizing the Interim Executive Director to Travel to Washington, D. C., May 27-31, 1985.

ANNUAL MTG. Election of President and Vice President

12. ADJOURNMENT.

for Jane P. Hale

Wilbur W. Hamilton
Interim Secretary/Executive Director

SF
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#3
5/22/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular and Annual Meeting Held: Thursday, May 23, 1985

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular and annual session at 440 Turk Street, San Francisco, California on Thursday, May 23, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Elouise Westbrook, President
James G. Fussell, Jr., Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner

ABSENT: Reverend Harry Chuck, Commissioner

A quorum was present.

ALSO PRESENT: Bernard T. Deasy, Deputy Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Maybelline Hubbard, Potrero Terrace
Christine Neal, Alice Griffith
Louise Hall, Alice Griffith
Pamela Stevenson
Josef Williams

3. APPROVAL OF AGENDA:

Mr. Deasy asked that the agenda be amended to include two items under new business: j) Resolution Authorizing the Execution of Amendment No. 62 to Annual Contributions Contract No. 255 Providing for the Deposit of Monies under a General Depositary Agreement and the Issuance of Project Loan Notes and Permanent Notes and k) Resolution Authorizing the Executive Director to Enter into a Contract with Farrell Construction Co., Inc., for the Repair of Fire Damage to the Property Located at 900-914 Ellsworth Avenue. Mr. Deasy also requested that the Commission meet briefly in executive session following the regular meeting to discuss a litigation matter.

Commissioner San Jule moved to approve the amended agenda of May 23, 1985 and Commissioner Cook seconded the motion. The amended agenda of May 23, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of May 9, 1985 and Commissioner San Jule seconded the motion. The minutes of May 9, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Mr. Deasy noted that the Finance Committee has met since the last Commission meeting. Mrs. Hale stated that the Finance Committee went over the low rent program budget and PHTA's budget.

8. REPORT OF COUNSEL:

None.

Ms. Chavis informed the Commission that the initial loan closing on the Aspen Proposal is scheduled for next Tuesday, May 28. There may be a delay but the loan will be closed by no later than the end of June.

9. TENANT REPRESENTATIVE REPORT:

Maybelline Hubbard of PHTA, read the Report of PHTA Activities. A brief discussion followed regarding the current job openings in PHTA. Vice President Fussell moved to accept the Report of PHTA Activities and Commissioner Brooks seconded the motion. The motion was UNANIMOUSLY APPROVED.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2660

RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO PROFESSIONAL SERVICES CONTRACT WITH JANE P. HALE

* *

WHEREAS, by Resolution No. 2640, the San Francisco Housing Authority approved a professional services contract with Jane P. Hale; and

WHEREAS, the Authority now desires to extend the contract for a period of three months;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director be, and he is hereby authorized to execute Amendment No. 1 to said Contract in substantially the form attached hereto.

/Attachment

APPROVED AS TO FORM:

_____

GERALDINE CHAVIS, COUNSEL

DATE: _____

Mr. Deasy stated that this resolution requests approval of the extension of the professional services contract for Ms. Jane P. Hale for an additional three months to assist the Authority in several areas in finance and administration.

Commissioner Cook moved to adopt Resolution No. 2660 and Commissioner San Jule seconded the motion. Resolution No. 2660 was UNANIMOUSLY ADOPTED. Commissioner Cook expressed his appreciation to Mrs. Hale for that work she has done to date.

AMENDMENT NO. 1 TO PERSONAL SERVICES CONTRACT
WITH JANE P. HALE DATED THE 28TH OF MARCH, 1985
* *

WHEREAS, both parties to the Personal Services Contract with Jane P. Hale dated the 28th day of March, 1985 wish to extend the contract for a period of three (3) months;

NOW, THEREFORE, the parties do mutually agree to amend as follows:

2. Time of Performance

a) The services of the Contractor shall continue through August 30, 1985.

3. Compensation and Method of Payment

Total payments under this Agreement shall not exceed $62,400.

All other terms and conditions of aforesaid contract are incorporated herein and made a part hereof and are still in force and effect.

In witness whereof the Authority and the Contractor have executed this Amendment No. 1 as of May 23, 1985.

HOUSING AUTHORITY OF THE CITY
AND COUNTY OF SAN FRANCISCO

WILBUR W. HAMILTON
Interim Executive Director

CONTRACTOR

JANE P. HALE

APPROVED AS TO FORM:

GERALDINE CHAVIS, General Counsel

(b) RESOLUTION NO. 2661

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 60 TO ANNUAL CONTRIBUTIONS CONTRACT NO. 255 PROVIDING FOR THE DEPOSIT OF MONIES UNDER A GENERAL DEPOSITARY AGREEMENT AND THE ISSUANCE OF PROJECT LOAN NOTES AND PERMANENT NOTES

* *

WHEREAS, the Housing Authority of the City and County of San Francisco (herein called the "Local Authority") proposed (1) to enter into an amendment to the existing Annual Contributions Contract (herein called the "Amendment") with the United States of America (herein called the "Government"); (2) to provide for the deposit of monies pursuant to a General Depositary Agreement; and (3) to authorize the issuance of its notes as evidence of advances to be made to the Local Authority pursuant to the Contract as amended, all with respect to any "Project" as defined in the Contract, as amended, and which at any time now or hereafter is incorporated under the terms of such Contract, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Amendment to the Annual Contributions Contract is hereby approved and accepted and the President or Vice President is hereby authorized and directed to execute three (3) counterparts of the Amendment on behalf of the Local Authority, and the Secretary is hereby authorized to impress and attest the official seal of the Local Authority on each such counterpart and to forward such executed counterparts, or any of them to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

2. The Imperial Bank and the Local Authority have previously entered into a General Depositary Agreemment, form HUD 5911A dated April 2, 1984 which provides for the deposit of specified monies of ". . . one or more additional low rent housing projects . . .". The Local Authority hereby determines that pursuant to the terms of the Agreement the aforenamed Bank shall be the Depositary for the project established under this Amendment.

3. The Interim Executive Director is hereby authorized to file with the Government from time to time, as monies are required, requisitions together with the necessary supporting documents requesting advances to be made on account of the loan provided in the Contract, as amended, and the proper officers of the Local Authority shall prepare, execute and deliver to the Government Notes hereinafter authorized and shall accept payment therefor from the Government in cash and/or exchange for other Notes of the Local Authority, and such persons are authorized to do and perform all other things and acts required to be done or performed in order to obtain such advances. Cash proceeds from the sale of all Notes shall be deposited and disbursed only in accordance with the provisions of the Contract, as amended.

4. (A) In order to provide monies to finance the Development Cost of each Project and to refund, renew, extend or substitute for any Project Loan Notes (in the contract called "Advance Notes") or permanent Notes by this Resolution authorized to be issued (or any such notes by any other resolution authorized to be issued and which are outstanding, or on deposit for delivery pending payment therefor, as of the date this Resolution becomes effective), or for any Project Notes (in the Contract called "Temporary Notes") issued by the Local Authority in anticipation of the delivery of Project Loan or Permanent Notes of the Local Authority in an aggregate principal amount outstanding at any one time (whether authorized by this Resolution or any other resolution authorizing the issuance of Project Loan or Permanent Notes) equal to the Maximum Development Cost (or the Actual Development Cost if such amount has been determined) of each Project, less the sum of (1) the principal amount of Bonds issued to finance such Development Cost and (2) the principal amount of Project Loan, Permanent, or Project Notes issued to finance such Development Cost and which has then been retired from funds other than the proceeds of any loan obtained by the Local Authority.

(B) Each such Note shall bear interest and be payable in the form and manner prescribed by the Contract and this Resolution; shall be signed in the name of the Local Authority by the President or Vice President; shall have the official seal of the Local Authority impressed thereon and attested by the Secretary. Each Project Loan Note shall be in substantially the form of Form HUD-9204 and each Permanent Note shall be in substantially the form of Form HUD-52250, each of which form is incorporated herein by reference and made a part hereof. Project Loan Notes and Permanent Notes shall be issued to finance the Development Cost of Non-Permanently Finance Projects and Permanently Finance Projects, respectively.

(C) Each Note issued with respect to any Project shall be a direct and general obligation of the Local Authority, the full faith and credit of which is hereby pledged for the punctual payment of the principal of and interest on such Notes, and together with all other Notes issued pursuant to this Resolution, shall be additionally secured by (1) a first pledge of the annual contributions payable to the Local Authority and authorized to be pledged to such payment pursuant to such payment pursuant to the Contract and (2) by a pledge of and lien on the Residual Receipts of such Project after providing for the payment of Bonds issued in respect to such Project.

(D) As additional security for the equal and ratable payment of the principal of and interest on each Note issued with respect to any Project, together with each other Note issued with respect to such Project, the Local Authority, to the fullest extent permitted by the Laws of the State, hereby pledges, mortgages, conveys and grants unto the Government all property described in the Contract constituting such Project, including that certain real property relating to each such Project and more particularly described in the trust instrument or any amendment thereto as executed and recorded by the Local Authority pursuant to the Contract; provided, that in respect to Permanently Financed Projects the lien of such pledge and mortgage and rights granted and conveyed pursuant to this paragraph shall (1) be junior to the Bonds and junior to the pledge of Residual Receipts securing the Bonds and (2) not be foreclosable until all Bonds shall have been paid and discharged in the manner provided in the Bond Resolutions. If the preceding sentence shall be adjudged by a court of competent jurisdiction to be invalid or ineffective it is the

intention of the Local Authority to be fully obligated under the other provisions of this Resolution and that such judgement shall not impair or invalidate the obligation of the Local Authority to pay the principal of and the interest on each Note from other funds of the Local Authority as herein provided.

5. Whenever the following terms, or any of them, are used in this Resolution, the same, unless the context shall indicate another or different meaning or intent, shall be construed, and are intended to have meanings as follows:

   (1) the term "Resolution" shall mean this Resolution.

   (2) All other terms used in this Resolution and which are defined in the Contract shall have the respective meanings ascribed thereto in the Contract.

6. All resolutions or parts of resolutions heretofore adopted by the Local Authority which authorize the issuance and/or delivery of Advance, Project Loan or Permanent Notes pursuant to the Contract are hereby repealed: Provided, however, that such repeal shall in no way affect the validity of Advance, Project Loan or Permanent Notes issued pursuant to said resolutions which are outstanding or on deposit for delivery pending payment therefor on the date this Resolution become effective: Provided further, that the Project Loan Notes authorized by this Resolution shall be exchanged for any Advance Notes heretofore issued pursuant to any previous resolution.

7. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

(c) RESOLUTION NO. 2662

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 61 TO ANNUAL CONTRIBUTIONS CONTRACT NO. 255 PROVIDING FOR THE DEPOSIT OF MONIES UNDER A GENERAL DEPOSITARY AGREEMENT AND THE ISSUANCE OF PROJECT LOAN NOTES AND PERMANENT NOTES

* *

WHEREAS, the Housing Authority of the City and County of San Francisco (herein called the "Local Authority" proposed (1) to enter into an amendment to the existing Annual Contributions Contract (herein called the "Amendment") with the United States of America (herein called the "Government"); (2) to provide for the deposit of monies pursuant to a General Depositary Agreement; and (3) to authorize the issuance of its notes as evidence of advances to be made to the Local Authority pursuant to the Contract as amended, all with respect to any "Project" as defined in the Contract, as amended, and which at any time now or hereafter is incorporated under the terms of such Contract, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Amendment to the Annual Contributions Contract is hereby approved and accepted and the President or Vice President is hereby authorized and directed to execute three (3) counterparts of the Amendment on behalf of the Local Authority, and the Secretary is hereby authorized to impress and attest the official seal of the Local Authority on each such counterpart and to forward such executed counterparts, or any of them to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

2. The Imperial Bank and the Local Authority have previously entered into a General Depositary Agreemment, form HUD 5911A dated April 2, 1984 which provides for the deposit of specified monies of ". . . one or more additional low rent housing projects . . .". The Local Authority hereby determines that pursuant to the terms of the Agreement the aforenamed Bank shall be the Depositary for the project established under this Amendment.

3. The Interim Executive Director is hereby authorized to file with the Government from time to time, as monies are required, requisitions together with the necessary supporting documents requesting advances to be made on account of the loan provided in the Contract, as amended, and the proper officers of the Local Authority shall prepare, execute and deliver to the Government Notes hereinafter authorized and shall accept payment therefor from the Government in cash and/or exchange for other Notes of the Local Authority, and such persons are authorized to do and perform all other things and acts required to be done or performed in order to obtain such advances. Cash proceeds from the sale of all Notes shall be deposited and disbursed only in accordance with the provisions of the Contract, as amended.

4. (A) In order to provide monies to finance the Development Cost of each Project and to refund, renew, extend or substitute for any Project Loan Notes (in the contract called "Advance Notes") or permanent Notes by this Resolution authorized to be issued (or any such notes by any other resolution authorized to be issued and which are outstanding, or on deposit for delivery pending payment therefor, as of the date this Resolution becomes effective), or for any Project Notes (in the Contract called "Temporary Notes") issued by the Local Authority in anticipation of the delivery of Project Loan or Permanent Notes of the Local Authority in an aggregate principal amount outstanding at any one time (whether authorized by this Resolution or any other resolution authorizing the issuance of Project Loan or Permanent Notes) equal to the Maximum Development Cost (or the Actual Development Cost if such amount has been determined) of each Project, less the sum of (1) the principal amount of Bonds issued to finance such Development Cost and (2) the principal amount of Project Loan, Permanent, or Project Notes issued to finance such Development Cost and which has then been retired from funds other than the proceeds of any loan obtained by the Local Authority.

(B) Each such Note shall bear interest and be payable in the form and manner prescribed by the Contract and this Resolution; shall be signed in the name of the Local Authority by the President or Vice President; shall have the official seal of the Local Authority impressed thereon and attested by the Secretary. Each Project Loan Note shall be in substantially the form of Form HUD-9204 and each Permanent Note shall be in substantially the form of Form HUD-52250, each of which form is incorporated herein by reference and made a part hereof. Project Loan Notes and Permanent Notes shall be issued to finance the Development Cost of Non-Permanently Finance Projects and Permanently Finance Projects, respectively.

(C) Each Note issued with respect to any Project shall be a direct and general obligation of the Local Authority, the full faith and credit of which is hereby pledged for the punctual payment of the principal of and interest on such Notes, and together with all other Notes issued pursuant to this Resolution, shall be additionally secured by (1) a first pledge of the annual contributions payable to the Local Authority and authorized to be pledged to such payment pursuant to such payment pursuant to the Contract and (2) by a pledge of and lien on the Residual Receipts of such Project after providing for the payment of Bonds issued in respect to such Project.

(D) As additional security for the equal and ratable payment of the principal of and interest on each Note issued with respect to any Project, together with each other Note issued with respect to such Project, the Local Authority, to the fullest extent permitted by the Laws of the State, hereby pledges, mortgages, conveys and grants unto the Government all property described in the Contract constituting such Project, including that certain real property relating to each such Project and more particularly described in the trust instrument or any amendment thereto as executed and recorded by the Local Authority pursuant to the Contract; provided, that in respect to Permanently Financed Projects the lien of such pledge and mortgage and rights granted and conveyed pursuant to this paragraph shall (1) be junior to the Bonds and junior to the pledge of Residual Receipts securing the Bonds and (2) not be foreclosable until all Bonds shall have been paid and discharged in the manner provided in the Bond Resolutions. If the preceding sentence shall be adjudged by a court of competent jurisdiction to be invalid or ineffective it is the

intention of the Local Authority to be fully obligated under the other provisions of this Resolution and that such judgement shall not impair or invalidate the obligation of the Local Authority to pay the principal of and the interest on each Note from other funds of the Local Authority as herein provided.

5. Whenever the following terms, or any of them, are used in this Resolution, the same, unless the context shall indicate another or different meaning or intent, shall be construed, and are intended to have meanings as follows:

   (1) the term "Resolution" shall mean this Resolution.

   (2) All other terms used in this Resolution and which are defined in the Contract shall have the respective meanings ascribed thereto in the Contract.

6. All resolutions or parts of resolutions heretofore adopted by the Local Authority which authorize the issuance and/or delivery of Advance, Project Loan or Permanent Notes pursuant to the Contract are hereby repealed: Provided, however, that such repeal shall in no way affect the validity of Advance, Project Loan or Permanent Notes issued pursuant to said resolutions which are outstanding or on deposit for delivery pending payment therefor on the date this Resolution become effective: Provided further, that the Project Loan Notes authorized by this Resolution shall be exchanged for any Advance Notes heretofore issued pursuant to any previous resolution.

7. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

For purposes of discussion, Mr. Deasy combined resolutions b) and c). These resolutions reflect changes in the Annual Contributions Contract with respect to the current modernization program. These are routine amendments to the ACC.

Vice President Fussell moved to adopt Resolution No. 2661 and Resolution No. 2662 and Commissioner San Jule seconded the motion. Resolution No. 2661 and Resolution No. 2662 were UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2663

RESOLUTION APPROVING PHTA QUARTERLY OPERATING BUDGETS FOR THE 2ND, 3RD, & 4TH QUARTERS OF FISCAL YEAR 1984-85

* *

WHEREAS, the Commission of the Housing Authority of the City and County of San Francisco has previously approved the FY 1984-85 budget for PHTA on October 11, 1984 by Resolution No. 2918 in the total amount of $18,740; and

WHEREAS, approval of this budget was intended to be in quarterly installments of $4,685 or $1,561.66 per month which is net of certain back taxes owed the Authority; and

WHEREAS, the Acting Director of Finance has subsequently determined that the quarterly budget amount should be $4,914 or $1,638 per month which is $916 greater than the total approved budget of $18,740.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Commission approves an increase of $916 in the total FY 1984-85 budget.

2. The Executive Director is authorized to fund the contract agreement for the 2nd, 3rd and 4th quarters of FY 1984-85. The Revised quarterly budget is $4,914 or $1,638 per month.

3. This Resolution shall take effect immediately, subject to PHTA obtaining liability insurance.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Mr. Deasy stated that this resolution requests authorization of the Commission to approve the quarterly operating budget for PHTA for the second, third and fourth quarters of FY 84-85.

Commissioner Brooks moved to adopt Resolution No. 2663 and Vice President Fussell seconded the motion. Vice President Fussell moved to amend the resolution that second and third quarter budgets be adopted and to hold approval of the fourth quarter budget pending review of PHTA's funding for support staff. Resolution No. 2663 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2664

RESOLUTION APPROVING OPERATING BUDGET REVISION NO. 1
FOR THE PERIOD OCTOBER 1, 1984 TO SEPTEMBER 30, 1985
COVERING LOW RENT PROJECTS UNDER CONTRACT SF-255
* *

WHEREAS, on July 6, 1984 the Commission, by Resolution No. 2599 adopted the Low Rent Housing Program Operating Budget for the period of October 1, 1984 through September 30, 1985; and

WHEREAS, there is attached hereto and marked Exhibit A, the Budget Revision in summary form for the Low Rent Housing Program operations under Contract SF-255 covering the fiscal operational period October 1, 1984 through September 30, 1985; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low income families and that the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for Federal funding in excess of that payable under the provisions of the current Performance Funding System regulations and that all proposed rental charge and expenditures will be consistent with provisions of law and Annual Contributions Contract; and

WHEREAS, the San Francisco Housing Authority certifies that it is in compliance with Section 207(A), Part II, of the Annual Contributions Contract, and the rents have been or will be adjusted in accordance with the HUD approved rent schedule; and

WHEREAS, pursuant to the rent schedule approved by HUD, the San Francisco Housing Authority certified that it is in compliance with the provisions of Section 860.407 of Part 860, Sub-part D of the Interim Report published September 26, 1975 in that aggregate annual gross rent of families residing in the dwelling units for the fiscal year beginning October 1, 1982 will not be less than that amount equal to one-fifth (1/5) of the sum of the "Family Income" as defined in 24CFR870.403(f), of all such families, as amended and in compliance with HUD Interim Rule H-82-38.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

(1) That the budget marked "Exhibit A" attached hereto is hereby approved for submission to HUD Area Office.

(2) This Resolution is effective immediately.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Deasy stated that this resolution requests approval of the revised operating budget for FY 84-85. It finalizes the budget revision process that has been underway for several months. Mrs. Hale answered concerns raised by Commissioner Cook regarding the budget deficit.

Commissioner San Jule moved to adopt Resolution No. 2664 and Commissioner Brooks seconded the motion. Resolution No. 2664 was UNANIMOUSLY ADOPTED.

Resolution No. 2664

EXHIBIT A
Page 1 of 3

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LOW-RENT HOUSING PROGRAM
OPERATING BUDGET

For Fiscal Year Ending September 30 19 85

☐ ORIGINAL ☒ REVISION NO. 1

TYPE OF SUBSIDIZED PROJECT(S):
LHA-Owned Public Housing ☒
LHA-Leased Housing-Section 10 or 10(e) ☐
LHA-Owned-Homeownership ☐
LHA-Leased-Homeownership ☐
LHA-Conveyed Project-Administration Contract ☐

NAME OF LOCAL AUTHORITY:
San Francisco Housing Authority

CONTRACT NO.(S):
SF-255

PROJECT NO.(S):
Cal 1-1 to Cal 1-39

LOCALITY:
440 Turk Street
San Francisco, Ca.

NO. OF D.U.
10/01/84 6,898
09/30/85 6,884

NO. OF UNIT MONTHS OF AVAILABILITY:
82,608

HUD AREA OFFICE:
450 Golden Gate Ave.
San Francisco, Ca.
94102

HUD REGIONAL OFFICE:
same

LINE NO.		ACTUALS LAST FISCAL YEAR 19__ PUM	ESTIMATES OF ACTUALS CURRENT BUDGET YEAR 19__ PUM	REQUESTED BUDGET ESTIMATES: LHA ESTIMATES PUM	LHA ESTIMATES AMOUNT (To Nearest $10)	HUD MODIFICATIONS PUM	HUD MODIFICATIONS AMOUNT (To Nearest $10)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Homebuyers Monthly Payments For:						
001	Operating Expenses						
002	Earned Home Payments Account						
003	Nonroutine Maintenance Reserve						
004	Total Break-Even Amount (Sum of Lines 001, 002, & 003)						
005	Excess (or Deficit) in Break-Even Amount						
006	Homebuyers Monthly Payments (Contra)						
	OPERATING RECEIPTS:						
010	Dwelling Rentals			133.31	11,012,740		
020	Excess Utilities			0.00	0		
030	Nondwelling Rentals			0.24	20,100		
040	Total Rental Income			133.55	11,032,840		
050	Interest on General Fund Investments			1.38	114,000		
060	Other Operating Receipts			1.31	108,000		
070	TOTAL OPERATING RECEIPTS EXCLUDING HUD CONTRIB.			136.24	11,254,840		
	OPERATING EXPENDITURES:						
	ADMINISTRATION:						
110	Salaries			44.42	3,668,920		
190	Administration Expenses Other Than Salaries			10.65	880,090		
190	Total Administration Expenses			55.07	4,549,010		
	TENANT SERVICES:						
210	Salaries			4.06	335,230		
220	Recreation, Publications and Other Services			0.51	42,500		
230	Contract Costs - Training and Other			0.38	30,920		
290	Total Tenant Services Expenses			4.95	408,650		
	UTILITIES:						
310	Labor			0.00	0		
320	Utilities			79.56	6,572,070		
390	Total Utilities Expenses			79.56	6,572,070		
	ORDINARY MAINTENANCE AND OPERATION:						
410	Labor			42.73	3,529,620		
420	Materials			10.17	840,480		
430	Contract Costs			37.59	3,105,510		
490	Total Ordinary Maintenance and Operation Expenses			90.49	7,475,610		
	PROTECTIVE SERVICES:						
460	Labor			0.91	75,000		
470	Materials			0.01	600		
480	Contract Costs			0.51	40,600		
490	Total Protective Services Expenses			1.43	116,200		
	GENERAL EXPENSES:						
510	Insurance			10.07	831,950		
520	Payments in Lieu of Taxes			0.00	0		
530	Terminal Leave Payments			0.45	37,400		
540	Employee Benefit Contributions			35.88	2,964,700		
550	Collection Losses			0.00	35,000		
560	Other General Expenses			0.59	48,000		
590	Total General Expenses			47.09	3,890,270		
600	TOTAL ROUTINE EXPENSES			278.59	23,013,810		
610	RENTS TO OWNERS OF LEASED DWELLINGS			0.00	0		
650	TOTAL OPERATING EXPENSES			278.59	23,013,810		
	NONROUTINE EXPENDITURES:						
710	Extraordinary Maintenance			2.97	245,000		
720	Replacement of Equipment			0.05	4,000		
730	Betterments and Additions			1.12	92,530		
740	Other Nonroutine Expenditures			2.07	169,000		
790	TOTAL NONROUTINE EXPENDITURES			6.21	510,530		

HUD-

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LOW-RENT HOUSING PROGRAM

OPERATING BUDGET

For Fiscal Year Ending September 30, 1985

☐ ORIGINAL ☒ REVISION NO. #1

NAME OF LOCAL AUTHORITY:
Housing Authority City & County of S.F.

LOCALITY:
440 Turk St.
San Francisco, Ca. 94102

CONTRACT NO.(S):
SF - 255

PROJECT NO.(S):
Cal 1-1 to Cal 1-39

TYPE OF HUD-ASSISTED PROJECT(S):
LHA-Owned-Rental Housing ☒ LHA-Leased-Homeownership ☐
LHA-Leased-Section 23 or 10(c) ☐ LHA-Conveyed Project Administration Contract ☐
LHA-Owned-Homeownership ☐

LINE NO.		(1)	ACTUALS LAST FISCAL YEAR 19___ (2) PUM	ESTIMATES OR ACTUALS CURRENT BUDGET YEAR 19___ (3) PUM	REQUESTED BUDGET ESTIMATES: LHA ESTIMATES (4) PUM	(5) AMOUNT (To Nearest $10)	HUD MODIFICATIONS (6) PUM	(7) AMOUNT (To Nearest $10)
		OTHER EXPENDITURES:						
810		Prior Year Adjustments			0.00	0		
820		Other Deductions			0.00	0		
830		Total Other Expenditures			0.00	0		
890		TOTAL OPERATING EXPENDITURES			284.72	23,520,340		
900		RESIDUAL RECEIPTS (OR DEFICIT) BEFORE HUD CONTRIBUTIONS AND PROVISION FOR OPERATING RESERVE:			-148.48	(12,265,500)		
910		Basic Annual Contribution (Leased Project)			0.00	0		
920		RESIDUAL RECEIPTS (OR DEFICIT) BEFORE OTHER HUD CONTRIBUTIONS AND PROVISION FOR OPERATING RESERVE:			-148.48	(12,265,500)		
		OTHER HUD CONTRIBUTIONS						
930		Operating Subsidy			149.31	12,334,060		
940		Adj. (+$18,782 "D" form & -$20,888 ret subs)			-0.03	(2,106)		
950		Utility Adj. 1982-83 & 1983-84			-1.83	(151,233)		
960		Total Other HUD Contributions			132.90	10,978,559		
970		Residual Receipts (or Deficit) before Reserve			-15.58	(1,286,941)		
980		Provision for Operating Reserve			-15.58	(1,286,941)		
990		Residual Receipts (or Deficit)			0.00	0		

OPERATING RESERVES FOR A CONTRACT OR PROJECT

LINE NO.	Part I – Maximum Operating Reserve – End of Current Budget Year	
	SECTION A – LHA-OWNED RENTAL HOUSING	$
01	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Contract	
	SECTION B – LHA-LEASED HOUSING – SECTION 23 OR 10(C)	$
02	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Project	
	SECTION C – LHA-OWNED OR LEASED HOUSING - HOMEOWNERSHIP	
03	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Project	
04	One-third (33-1/3%) of Line 004 – Column 5 – Form HUD-52564 for a Project	
	Total (Sum of Lines 03 and 04)	

	Part II – Provision for and Estimated or Actual Operating Reserves at Year End	
06	Reserve at End of Previous Fiscal Year – Actual	$
07	Provision for Reserve – Current Budget Year – Estimated or Actual	
08	Reserve at End of Current Budget Year – Estimated or Actual	
09	Provision for Reserve – Requested Budget Year – Estimated	
10	Reserve at End of Requested Budget Year – Estimated	

LHA APPROVAL:

(Name and Title) (Signature) (Date)

AREA OFFICE APPROVAL

(Name and Title) (Signature) (Date)

HUD-52571
December 1967
(Formerly PHA-2571)

Low-Rent Public Housing

Operating Budget

Form Approved.
Budget Bureau No. 63-R303

Name of Local Authority: SAN FRANCISCO HOUSING AUTHORITY

Locality: 440 Turk St. S.F. Ca. 94102

Fiscal Year End: 9/30/85

Schedule of Administration Expense Other Than Salaries

	(1) Description	No. Persons Comm'r	No. Persons Staff	Aggregate Days of Travel	(2) Total Requested Budget	(3) Distribution by Program: HUD-Aided Program Low-Rent Management	(4) Distribution by Program: HUD-Aided Program Section 8 Development	(5) Other Programs
1	Legal Expense (See Special Note in Instructions)				232,311	222,523	9,788	
	Travel							
	Trips to Conventions and Meetings: Organization and Location							
2	N.A.H.R.O.Conventions				3,500	3,000	500	
3	Housing Task Force				1,500	1,500	—	
4								
5								
6	Total Travel To Conventions and Meetings				5,000	4,500	500	
	Other LHA Travel:							
7	Outside Area of LHA Jurisdiction							
8	Within Area of LHA Jurisdiction				4,260	4,260	2,000	
9	Total Other LHA Travel							
10	Total Travel				11,260	8,760	2,500	
11	Publications				5,300	4,900	400	
12	Membership Dues and Fees				15,748	15,148	600	
13	Telephone and Telegraph				161,205	148,705	12,500	
	Sundry:							
14	Rental of Office Space				45,790	39,350	6,440	
15	Collection Agent Fees and Court Costs				-0-	-0-	-0-	
16	Accounting and Auditing Fees				310,700	249,710	60,990	
17	Forms, Stationery and Office Supplies				119,600	107,300	12,300	
18	All Other Sundry Expense				94,694	83,694	11,000	
19	Total Sundry				570,784	480,054	90,730	
20	Total Administration Expense Other Than Salaries				996,608	880,090	116,518	

Justification of Travel to Conventions and Meetings

HUD-52571

U.S. GOVERNMENT PRINTING OFFICE 1975-788-008/371

(f) RESOLUTION NO. 2665

RESOLUTION AUTHORIZING THE FISCAL YEAR 1985-85 OPERATING BUDGET FOR THE SECTION 8 SUBSTANTIAL REHABILITATION PROJECT - MERCY TERRACE

* *

WHEREAS, the Housing Authority of the City and County of San Francisco (hereinafter referred to as the "PHA") entered into a Section 8 Aftercare Annual Contributions Contract on August 27, 1982 with the Department of Housing and Urban Development (hereinafter referred to as "Government"); and

WHEREAS, the Government has established July 1 through June 30 as the fiscal year for the Section 8 Substantial Rehabilitation Project known as Mercy Terrace; and

WHEREAS, there is attached hereto, marked "Exhibit A" the budget in appropriate form for the Section 8 Substantial Rehabilitation Project under Annual Construction Contract SF 618 covering the fiscal operating period of July 1, 1985 to June 30, 1986; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operations of the PHA for the purpose of serving low income families and the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for federal funding in excess of that payable under provision of HUD Notice HM 75-20 (LHA) dated April 29, 1975. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY FO SAN FRANCISCO THAT:

(1) The Budget marked "Exhibit A" attached hereto is hereby approved for submission to the Government.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Deasy stated that this resolution requests approval of the operating budget for the Section 8 administration of the Mercy Terrace project. Under the Section 8 Program, the Authority acts as program administrator for several Section 8 funded projects in San Francisco. The Authority receives a fee for this activity.

Commissioner Cook moved to adopt Resolution No. 2665 and Commissioner San Jule seconded the motion. Resolution No. 2665 was UNANIMOUSLY ADOPTED.

Supporting Data for Annual Contributions Estimates

U.S. Department of Housing and Urban Development

Section 8
Housing Assistance Payments Program

Note: See instructions in appropriate program handbooks. MERCY TERRACE OMB No. 2502-0348 (exp. 10/31/88

1. Public Housing Agency (Name and Address)
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No. CA 39 0 04 5 0 0 6

3. Submission ☒ Original ☐ Revision No.

4. No. of Dwelling Units 158*

5. No. of Unit Months 1884

Part I Estimate of Annual Housing Assistance Payments Required

	Bedroom Size of Dwelling Units (a)	Number of Dwelling Units (b)	Monthly Gross Rent/Payment Standard (c)	Amount Payable by Family Toward Gross Rent (d)	Monthly Housing Assistance Payments (e)	Unit Months Under Lease (f)	Annual Housing Assistance Payments (g)
6.	0 BR	22	725	144	581	264	153,384
7.	1 BR	135	951	189	762	1620	1,234,440
8.	2 BR	1*					
9.	3 BR						
10.	4 BR						
11.							
12.							
13.							
14.							
15.	Total ►						$ 1,387,824

*NE 2BR UNIT CURRENTLY SSIGNED TO THE MANAGER

Part II Calculation of Estimated Ongoing Administrative Fee

	Unit Months (a)	HUD Published 2-BR Fair Market Rent x (b)	Product of Columns (a) x (b) = (c)	Allowable Percent x (d)	Administrative Fee = (e)
16.	1884	970	1,827,480	3%	54,825
17.					
18.	Total ►				54,825

Part III Calculation of Estimated Hard-to-House Fee (Existing Housing Certificates and Housing Vouchers Only)

	Estimated Number of Families (a)	Fee Per Family x (b)	Total Hard-to-House Fee = (c)
19.	-	-	-

Part IV Calculation of Estimated Preliminary Expense

		Requested Amount: PHA Estimates (a)	Requested Amount: HUD Modifications (b)
Administrative Expenses	20. Administrative Salaries		
	21. Employee Benefit Contributions		
	22. Legal Expense		
	23. Travel Expense		
	24. Sundry		
	25. Office Rent		
	26. Accounting and Auditing Fees		
	27. Total Administrative Expenses		
Non-Expendable Equipment Expenses	28. Office Equipment		
	29. Office Furnishings		
	30. Automotive		
	31. Other		
	32. Total Non-Expendable Equipment Expenses		
General Expenses	33. Maintenance and Operation (Non-Expend. Equip. Only)		
	34. Insurance		
	35. Sundry		
	36. Total General Expense		
Total Preliminary Expenses	37. Sum of Lines 27, 32, and 36		

Previous Editions Are Obsolete

HUD-52672 (2-85)
HB 7420.7

inate of Tota! uired Annual ributions

U.S. Department of Housing and Urban Development
Section 8
Housing Assistance Payments Program

ee instructions in appropriate program handbooks.

OMB No. 2502-0348 (exc 10/31/86)

1. Housing Agency (Name and Address)
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No.
CA 39 | 0,0 | 4 5 | 0,0 6

3. Submission
☒ Original ☐ Revision No.:

MERCY TERRACE

4. Contributions Contract No.	5. HUD Field Office	6. HUD Regional Office	7. No. Dwelling Units	8. No. Units Months
SF 618	SAN FRANCISCO	SAN FRANCISCO	158	1884

9. Program Type (Mark One)
☐ (a) New Construction ☐ (b) Substantial Rehabilitation ☐ (c) Moderate Rehabilitation ☐ (d) Existing Housing Certificates ☐ (e) Housing Vouchers

10. Fiscal Year Ending Date (Mark one and complete year)
☐ (a) March 31, ☒ (b) June 30, ☐ (c) September 30, ☐ (d) December 31, 19: 85

Maximum Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	PHA Fee (e)	HUD Approved Total (f)
Maximum Annual Contributions Commitment	1,800,828	-	1,800,828			
Prorata Maximum Annual Contributions Applicable to a Period in Excess of 12 Months	-	-	-			
Maximum Annual Contributions for Fiscal Year (Line 11 plus Line 12)	1,800,828		1,800,828			
Project Account-Estimated or Actual Balance at Beginning of Requested Fiscal Year	568,296		568,296			
Total Annual Contributions Available - Estimated or Actual (Line 13 plus Line 14)	2,369,124		2,369,124			

II. Estimate of Required Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Estimate (Housing Vouchers Only) PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	HUD Approved (Housing Vouchers Only) PHA Fee (e)	HUD Approved Total (f)
16. Estimated Annual Housing Assistance Payments (Form HUD-52672, Line 15)	1,387,824		1,387,824			
17. Estimated Ongoing Administrative Fee (Form HUD-52672, Line 18)		54,825	54,825			
18. Estimated Hard-to-House Fee (Form HUD-52672, Line 19)		-	-			
19. Estimated Independent Public Accountant Audit Costs	2,500		2,500			
20. Estimated Preliminary Administrative and General Expense (Form HUD-52672, Lines 27 and 36)		-	-			
21. Carryover of Preliminary Administrative and General Expense not Expended in the Previous FY Ending: (/ /)		-	-			
22. Estimated Non-Expendable Equipment Expense (Form HUD-52672, Line 32)		-	-			
23. Carryover of Non-Expendable Equipment Expense not Expended in the Previous FY Ending: (/ /)		-	-			
24. Total Annual Contributions Required - Requested Fiscal Year (Lines 16 through 23)	1,390,324	54,825	1,445,149			
25. Deficit at End of Current Fiscal Year - Estimated or Actual	-	-	-			
26. Total Annual Contributions Required (Line 24 plus Line 25)	1,390,324	54,825	1,445,149			
27. Estimated Project Account Balance at End of Requested Fiscal Year (Line 15 minus Line 26)	978,800	-	923,975			
28. Provision for Project Account - Requested Fiscal Year Increase (decrease)(Line 27 minus Line 14)	410,504		355,679			
III. Annual Contributions Approved						
29. Total Annual Contributions Approved - Requested Fiscal Year (Line 26 plus increase, if any, on Line 28)	1,800,828		1,800,828			
30. Source of Total Contributions Approved - Requested Fiscal Year: (a) Requested Fiscal Year Maximum Annual Contributions Commitment (Line 13 or Line 29, whichever is smaller)	1,800,828		1,800,828			
(b) Project Account (Line 29 minus Line 30(a))						

Signature, Name and Title of PHA Approving Official (and date)

JESSIE R. FENNELL
ACTING DIRECTOR OF FINANCE

Signature, Name and Title of Approving HUD Field Office Official (and date)

(g) RESOLUTION NO. 2666

RESOLUTION AUTHORIZING THE FISCAL YEAR 1985-86
OPERATING BUDGET FOR THE SECTION 8 AFTERCARE PROGRAM
* *

WHEREAS, the Housing Authority of the City and County of San Francisco (hereinafter referred to as the "PHA") entered into a Section 8 Aftercare Annual Contributions Contract on March 1, 1978 (as amended), with the State of California's Department of Housing and Community Development (hereinafter referred to as "Government"); and

WHEREAS, the Government has established July 1, through June 30 as the fiscal year for the Section 8 Aftercare Program; and

WHEREAS, there is attached hereto, marked "Exhibit A" the budget in appropriate form for the Section 8 Aftercare Program under Contract 632-A2-1 covering the fiscal operating period of July 1, 1985 to June 30, 1986; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operations of the PHA for the purpose of serving low income families and the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for federal funding in excess of that payable under provision of HUD Notice HM 75-20 (LHA) dated April 29, 1975. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

(1) The Budget marked "Exhibit A" attached hereto is hereby approved for submission to the HUD Area Office and THE Government.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Deasy stated that this resolution requests approval of the annual budget for the Section 8 Aftercare Program which is administered by the Authority under the Section 8 Program. Mr. Gholson answered questions raised by Commissioner Cook regarding the aftercare program.

Vice President Fussell moved to adopt Resolution No. 2666 and Commissioner Cook seconded the motion. Resolution No. 2666 was UNANIMOUSLY ADOPTED.

RESOLUTION NO. 2666

EXHIBIT A
Page 1 of 2

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING ASSISTANCE PROGRAM

BUDGET

HOUSING AUTHORITY:
HOUSING AUTHORITY OF THE CITY
AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA. 94102

Contract No. HAP 623-A2-1
Fiscal Year: 7/1/85 - 6/30/86
Number of Units: 145
Number of Unit Months: 1740
Submission:
Original X Revision No: _____

MAXIMUM CONTRACT AMOUNT	PER LHA	MODIFICATIONS
1. Maximum Contract Amount	367,164	
2. Pro-Rata Maximum Contract Amount (Applicable to period less than 12 months)	----	
3. Maximum Annual Contract Amount for Fiscal Year (Line 1 plus 2)	367,164	
4. Project Account-Ballance at End of Current Fiscal Year-Estimated or Actual	75,543	
5. Total Annual Contract Amount Available (Line 3 plus 4)	442,707	
ESTIMATE OF REQUIRED CONTRACT AMOUNT		
6. Housing Assistance Payments (Form HUD-52672)	576,540	
7. Administrative Fee (Form HUD-52672, Part 2)	65,894	
INITIAL ESTIMATE		
8. Preliminary Administration-After ACC	-----	
9. Total Annual Payment Required-Requested Year (Lines 6 through 8)	642,434	
10. Deficit at End of Current Year (Estimated or Actual)	-0-	
11. Total Annual Payment Required (Line 9 plus 10)	642,434	
12. Excess Project Account Balance at End of Requested Year (Line 5 minus Line 11)	(199,727)	
13. Provision for Project Account-Requested Fiscal Year-Increase(Decrease)(Line 12 minus Line 4)	(275,270)	
ANNUAL AUTHORITY		
14. Total Annual Payment Approved-Requested Fiscal Year (Line 11 plus Increase,if any, on Line 13)	642,434	
15. Source of Total Annual Payment-Requested Fiscal Year:		
a. Authorized (Line 3 or Line 14, whichever is lesser)	367,164	
b. Project Account (Line 14 minus Line 15a)	275,270	

Name & Title of Approving Official	Signature	Date:
JESSIE R FENNELL ACTING DIRECTOR OF FINANCE		
Name & Title of HCD Approving Official	Signature	Date:

HCD-HAP 77111(Rev.)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM

ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS

PROJECT NUMBER (3-11): CA39-E112-001

TYPE OF LEASING METHOD (12) (Check one)
New Construction 1 ___
Rehabilitation 2 ___
Existing 3 X

NAME AND ADDRESS OF PUBLIC HOUSING AGENCY

FY ENDING (13) 19X 86
(14) (Check one)
Mar 31 1 ___ Sep 30 3 ___
Jun 30 2 X Dec 31 4 ___

NUMBER OF DWELLING UNITS (15-18): 145

HUD FIELD OFFICE: 450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA. 94102

HUD REGIONAL OFFICE: 450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA. 91402

NUMBER OF UNIT MONTHS (19-24): 1740

AC CONTRACT NUMBER: HAP 623-A2-1

SUBMISSION (25)
X Original ___ Revision
Revision No. _____

PART I – ESTIMATE OF ANNUAL HOUSING ASSISTANCE PAYMENTS REQUIRED (26)

(27-28)	(29)	(30-33)	(34-38)	(39-43)	(44-48)	(49-54)	(55-64)
LINE NO.	SIZE OF DWELLING UNITS (1)	NO. OF DWELLING UNITS (2)	MONTHLY GROSS RENT (3)	AMOUNT PAYABLE BY FAMILY TOWARD GROSS RENT (4)	MONTHLY HOUSING ASSISTANCE PAYMENTS (5)	UNIT MONTHS UNDER LEASE (6)	ANNUAL HOUSING ASSISTANCE PAYMENTS (7)
01	0	40	377	112	265	480	127200
02	1	67	437	119	318	804	255672
03	2	33	541	141	400	396	158400
04	3	4	747	166	581	48	27888
05	4	1	808	193	615	12	7380
06							
07							
08							
09							
10	TOTAL					1740	576540

PART 2 – CALCULATION OF ADMINISTRATIVE FEE (26)

(27-28)	(29-34)		(35-39)	(40-44)	(45-54)
LINE NO.	BASIS	UNIT MONTHS (1)	HUD-APPROVED 2-BR FAIR MARKET RENT (2)	ALLOWABLE PERCENT (3)	ADMINISTRATIVE FEE (4)
01	PER-CENT	1740	541	7%	65,894
02	15.00	[redacted]			
03					65,894

(h) RESOLUTION NO. 2667

RESOLUTION AUTHORIZING THE FISCAL YEAR 1985-86 OPERATING BUDGET FOR THE SECTION 8 NEW CONSTRUCTION PROJECTS - NORTHRIDGE 004, 005 and 006

* *

WHEREAS, the Housing Authority of the City and County of San Francisco (hereinafter referred to as the "PHA") entered into a Section 8 Aftercare Annual Contributions Contract on August 27, 1982 with the Department of Housing and Urban Development (hereinafter referred to as "Government"); and

WHEREAS, the Government has established July 1 through June 30 as the fiscal year for the Section 8 New Construction Projects known as Northridge 004, 005, and 006; and

WHEREAS, there is attached hereto, marked "Exhibit A" the budget in appropriate form for the Section 8 New Construction Projects under Annual Construction Contract SF 618 covering the fiscal operating period of July 1, 1985 to June 30, 1986; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operations of the PHA for the purpose of serving low income families and the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for federal funding in excess of that payable under provision of HUD Notice HM 75-20 (LHA) dated April 29, 1975. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

(1) The Budget marked "Exhibit A" attached hereto is hereby approved for submission to the Government.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Deasy stated that this resolution requests approval of the 85-86 budget for the Section 8 Northridge Projects. This is similar to the Mercy Terrace project whereby the Authority receives a fee for the administration of the program.

Commissioner Cook moved to adopt Resolution No. 2667 and Vice President Fussell seconded the motion. Resolution No. 2667 was UNANIMOUSLY ADOPTED.

Supporting Data for Annual Contributions Estimates

U.S. Department of Housing and Urban Development

Section 8
Housing Assistance Payments Program

NORTHRIDGE 004

Note: See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exp. 10/31/88)

1. Public Housing Agency (Name and Address)

HOUSING AUTHORITY OF THE CITY AND COUNTY OF
SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No. CA 39 | 0.0 7 1 | 0.0 4

3. Submission: [X] Original [ ] Revision No.

4. No. of Dwelling Units: 118

5. No. of Unit Months: 1416

Part I Estimate of Annual Housing Assistance Payments Required

		Bedroom Size of Dwelling Units (a)	Number of Dwelling Units (b)	Monthly Gross Rent/Payment Standard (c)	Amount Payable by Family Toward Gross Rent (d)	Monthly Housing Assistance Payments (e)	Unit Months Under Lease (f)	Annual Housing Assistance Payments (g)
(WU)	6.	1 BR	28	632	176	456	336	153,216.00
(WU)	7.	2 BR	38	805	213	592	456	269,952.00
(TH)	8.	2 BR	18	901	271	630	216	136,080.00
(TH)	9.	3 BR	26	1246	320	926	312	288,912.00
(TH)	10.	4 BR	8	1479	290	1096	96	105,216.00
	11.							
	12.							
	13.							
	14.							
	15.	Total ►						$ 953,376.00

Part II Calculation of Estimated Ongoing Administrative Fee

		Unit Months (a)	HUD Published 2-BR Fair Market Rent x (b)	Product of Columns (a) x (b) = (c)	Allowable Percent x (d)	Administrative Fee = (e)
	16.	1416	970	1,373,520	3%	41,206
	17.					
	18.	Total ►				41,206

Part III Calculation of Estimated Hard-to-House Fee (Existing Housing Certificates and Housing Vouchers Only)

		Estimated Number of Families (a)	Fee Per Family x (b)	Total Hard-to-House Fee = (c)
	19.			

Part IV Calculation of Estimated Preliminary Expense

		Requested Amount: PHA Estimate (a)	Requested Amount: HUD Modifications (b)
Administrative Expenses	20. Administrative Salaries		
	21. Employee Benefit Contributions		
	22. Legal Expense		
	23. Travel Expense		
	24. Sundry		
	25. Office Rent		
	26. Accounting and Auditing Fees		
	27. Total Administrative Expenses		
Non-Expendable Equipment Expenses	28. Office Equipment		
	29. Office Furnishings		
	30. Automotive		
	31. Other		
	32. Total Non-Expendable Equipment Expenses		
General Expenses	33. Maintenance and Operation (Non-Expend. Equip. Only)		
	34. Insurance		
	35. Sundry		
	36. Total General Expense		
Total Preliminary Expenses	37. Sum of Lines 27, 32, and 36		

Previous Editions Are Obsolete

HUD-52672 (2-85)
HB 7420.7

timate of Total quired Annual ntributions

U.S. Department of Housing and Urban Development
Section 8
Housing Assistance Payments Program

: See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exc 10/31/86)

Public Housing Agency (Name and Address)	2. Project No.
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO 440 TURK STREET SAN FRANCISCO, CA 94102	CA 39 0 0 7 1 0 0 1 3. Submission: ☒ Original ☐ Revision No.: ☐ NORTHRIDGE 004

Annual Contributions Contract No.	5. HUD Field Office	6. HUD Regional Office	7. No. Dwelling Units & No. Units Months
SF 618	SAN FRANCISCO	SAN FRANCISCO	118 | 1416

Housing Program Type (Mark One)

(a) New Construction ☐ (b) Substantial Rehabilitation ☐ (c) Moderate Rehabilitation ☐ (d) Existing Housing Certificates ☐ (e) Housing Vouchers

PHA Fiscal Year Ending Date (Mark one and complete year)

(a) March 31, ☒ (b) June 30, ☐ (c) September 30, ☐ (d) December 31, 19: 86

Maximum Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Estimate (Housing Vouchers Only) PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	HUD Approved (Housing Vouchers Only) PHA Fee (e)	HUD Approved Total (f)
Maximum Annual Contributions Commitment	1,351,296	-	1,351,296			
Prorata Maximum Annual Contributions Applicable to a Period in Excess of 12 Months	-0-	-	-0-			
Maximum Annual Contributions for Fiscal Year (Line 11 plus Line 12)	1,351,296	-	1,351,296			
Project Account Estimated or Actual Balance at Beginning of Requested Fiscal Year	615,493	-	615,493			
Total Annual Contributions Available - Estimated or Actual (Line 13 plus Line 14)	1,966,789	-	1,966,789			

II. Estimate of Required Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	PHA Fee (e)	HUD Approved Total (f)
16. Estimated Annual Housing Assistance Payments (Form HUD-52672, Line 15)	953,376		953,376			
17. Estimated Ongoing Administrative Fee (Form HUD-52672, Line 18)		41,206	41,206			
18. Estimated Hard-to-House Fee (Form HUD-52672, Line 19)		-	-			
19. Estimated Independent Public Accountant Audit Costs	2,500		2,500			
20. Estimated Preliminary Administrative and General Expense (Form HUD-52672, Lines 27 and 36)		-	-			
21. Carryover of Preliminary Administrative and General Expense not Expended in the Previous FY Ending: (/ /)		-	-			
22. Estimated Non-Expendable Equipment Expense (Form HUD-52672, Line 32)		-	-			
23. Carryover of Non-Expendable Equipment Expense not Expended in the Previous FY Ending: (/ /)		-	-			
24. Total Annual Contributions Required - Requested Fiscal Year (Lines 16 through 23)	955,876	41,206	997,082			
25. Deficit at End of Current Fiscal Year - Estimated or Actual	-	-	-			
26. Total Annual Contributions Required (Line 24 plus Line 25)	955,876	41,206	997,082			
27. Estimated Project Account Balance at End of Requested Fiscal Year (Line 15 minus Line 26)	1,010,913	-	969,707			
28. Provision for Project Account - Requested Fiscal Year Increase (decrease)(Line 27 minus Line 14)	395,420	-	354,214			
III. Annual Contributions Approved						
29. Total Annual Contributions Approved - Requested Fiscal Year (Line 26 plus increase, if any, on Line 28)	1,351,296		1,351,296			
30. Source of Total Contributions Approved - Requested Fiscal Year: (a) Requested Fiscal Year Maximum Annual Contributions Commitment (Line 13 or Line 29, whichever is smaller)	1,351,296		1,351,296			
(b) Project Account (Line 29 minus Line 30(a))						

Signature, Name and Title of PHA Approving Official (and date)

JESSIE R. FENNELL
ACTING DIRECTOR OF FINANCE

Signature, Name and Title of Approving HUD Field Office Official (and date)

Supporting Data for Annual Contributions Estimates

U.S. Department of Housing and Urban Development

Section 8
Housing Assistance Payments Program

Note: See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exp. 10/31/86)

1. Public Housing Agency (Name and Address)
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No.
CA 39 | 0.0 7 1 | 0.0 5

3. Submission Northridge 005
☒ Original ☐ Revision No.

4. No. of Dwelling Units: 88

5. No. of Unit Months: 1056

Part I Estimate of Annual Housing Assistance Payments Required

		(a) Bedroom Size of Dwelling Units	(b) Number of Dwelling Units	(c) Monthly Gross Rent/Payment Standard	(d) Amount Payable by Family Toward Gross Rent	(e) Monthly Housing Assistance Payments	(f) Unit Months Under Lease	(g) Annual Housing Assistance Payments
(WU)	6.	1 BR	31	632	176	456	372	169,632
(WU)	7.	2 BR	10	805	213	592	120	71,040
(TH)	8.	2 BR	12	901	271	630	144	90,720
(TH)	9.	3 BR	19	1246	320	926	228	211,128
(TH)	10.	4 BR	16	1386	290	1096	192	210,432
	11.							
	12.							
	13.							
	14.							
	15.	Total ►						$ 752,952

Part II Calculation of Estimated Ongoing Administrative Fee

		(a) Unit Months	x (b) HUD Published 2-BR Fair Market Rent	= (c) Product of Columns (a) x (b)	x (d) Allowable Percent	= (e) Administrative Fee
	16.	1056	970	1,024,320	3%	30,730
	17.					
	18.	Total ►				30,730

Part III Calculation of Estimated Hard-to-House Fee (Existing Housing Certificates and Housing Vouchers Only)

		(a) Estimated Number of Families	x (b) Fee Per Family	= (c) Total Hard-to-House Fee
	19.	-	-	-

Part IV Calculation of Estimated Preliminary Expense

			Requested Amount: (a) PHA Estimates	(b) HUD Modifications
Administrative Expenses	20.	Administrative Salaries		
	21.	Employee Benefit Contributions		
	22.	Legal Expense		
	23.	Travel Expense		
	24.	Sundry		
	25.	Office Rent		
	26.	Accounting and Auditing Fees		
	27.	Total Administrative Expenses		
Non-Expendable Equipment Expenses	28.	Office Equipment		
	29.	Office Furnishings		
	30.	Automotive		
	31.	Other		
	32.	Total Non-Expendable Equipment Expenses		
General Expenses	33.	Maintenance and Operation (Non-Expend. Equip. Only)		
	34.	Insurance		
	35.	Sundry		
	36.	Total General Expense		
Total Preliminary Expenses	37.	Sum of Lines 27, 32, and 36		

timate of Total quired Annual ntributions

U.S. Department of Housing and Urban Development
Section 8
Housing Assistance Payments Program

: See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exp. 10/31/86)

Public Housing Agency (Name and Address)	2. Project No.	
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO 440 TURK STREET SAN FRANCISCO, CA 94102	CA-39-0-71-0-05	
	3. Submission: ☐ Original ☒ Revision No.: NORTHRIDGE 005	

Annual Contributions Contract No.	5. HUD Field Office	6. HUD Regional Office	7. No. Dwelling Units	8. No. Units Months
SF 618	SAN FRANCISCO	SAN FRANCISCO	88	1056

Housing Program Type (Mark One)

(a) New Construction ☐ (b) Substantial Rehabilitation ☐ (c) Moderate Rehabilitation ☐ (d) Existing Housing Certificates ☐ (e) Housing Vouchers

PHA Fiscal Year Ending Date (Mark one and complete year)

(a) March 31, ☒ (b) June 30, ☐ (c) September 30, ☐ (d) December 31, 19: 86

Maximum Annual Contributions	PHA Estimate (Housing Vouchers Only)		PHA Estimate	HUD Approved (Housing Vouchers Only)		HUD Approved
	Housing Payments (a)	PHA Fee (b)	Total (c)	Housing Payments (d)	PHA Fee (e)	Total (f)
Maximum Annual Contributions Commitment	1,046,184	-	1,046,184			
Prorata Maximum Annual Contributions Applicable to a Period in Excess of 12 Months	-	-	-			
Maximum Annual Contributions for Fiscal Year (Line 11 plus Line 12)	1,046,184	-	1,046,184			
Project Account Estimated or Actual Balance at Beginning of Requested Fiscal Year	517,763	-	517,763			
Total Annual Contributions Available - Estimated or Actual (Line 13 plus Line 14)	1,563,947	-	1,563,947			

II. Estimate of Required Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	PHA Fee (e)	HUD Approved Total (f)
16. Estimated Annual Housing Assistance Payments (Form HUD-52672, Line 15)	752,852		752,852			
17. Estimated Ongoing Administrative Fee (Form HUD-52672, Line 18)		30,730	30,730			
18. Estimated Hard-to-House Fee (Form HUD-52672, Line 19)		-	-			
19. Estimated Independent Public Accountant Audit Costs	2,500		2,500			
20. Estimated Preliminary Administrative and General Expense (Form HUD-52672, Lines 27 and 36)		-	-			
21. Carryover of Preliminary Administrative and General Expense not Expended in the Previous FY Ending: (/ /)		-	-			
22. Estimated Non-Expendable Equipment Expense (Form HUD-52672, Line 32)		-	-			
23. Carryover of Non-Expendable Equipment Expense not Expended in the Previous FY Ending: (/ /)		-	-			
24. Total Annual Contributions Required - Requested Fiscal Year (Lines 16 through 23)	755,352	30,730	786,082			
25. Deficit at End of Current Fiscal Year - Estimated or Actual	-	-	-			
26. Total Annual Contributions Required (Line 24 plus Line 25)	755,352	30,730	786,082			
27. Estimated Project Account Balance at End of Requested Fiscal Year (Line 15 minus Line 26)	808,595	-	777,365			
28. Provision for Project Account - Requested Fiscal Year Increase (decrease)(Line 27 minus Line 14)	290,832	-	260,102			
III. Annual Contributions Approved						
29. Total Annual Contributions Approved - Requested Fiscal Year (Line 26 plus increase, if any, on Line 28)	1,046,184		1,046,184			
30. Source of Total Contributions Approved - Requested Fiscal Year: (a) Requested Fiscal Year Maximum Annual Contributions Commitment (Line 13 or Line 29, whichever is smaller)	1,046,184		1,046,184			
(b) Project Account (Line 29 minus Line 30(a))						

Signature, Name and Title of PHA Approving Official (and date)	Signature, Name and Title of Approving HUD Field Office Official (and date)
JESSIE R. FENNELL ACTING DIRECTOR OF FINANCE	

Supporting Data for Annual Contributions Estimates

U.S. Department of Housing and Urban Development

Section 8
Housing Assistance Payments Program

Note: See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exp. 10/31/86)

1. Public Housing Agency (Name and Address)
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No.
CA 39 | 0.0 7 1 | 0.0 6

3. Submission Northridge 006
☒ Original ☐ Revision No.

4. No. of Dwelling Units: 94

5. No. of Unit Months: 1128

Part I Estimate of Annual Housing Assistance Payments Required

		Bedroom Size of Dwelling Units (a)	Number of Dwelling Units (b)	Monthly Gross Rent/Payment Standard (c)	Amount Payable by Family Toward Gross Rent (d)	Monthly Housing Assistance Payments (e)	Unit Months Under Lease (f)	Annual Housing Assistance Payments (g)
	6.	0 BR	-	-	-	-	-	-
	7.	1 BR	-	-	-	-	-	-
(WU)	8.	2 BR	41	805	213	592	492	291,264
(TH)	9.	3 BR	33	1246	320	926	396	366,696
(TH)	10.	4 BR	20	1386	290	1096	240	263,040
	11.							
	12.							
	13.							
	14.							
	15.	Total ►						$ 921,000

Part II Calculation of Estimated Ongoing Administrative Fee

		Unit Months (a)	x HUD Published 2-BR Fair Market Rent (b)	= Product of Columns (a) x (b) (c)	x Allowable Percent (d)	= Administrative Fee (e)
	16.	1128	970	1,094,160	3%	32,825
	17.					
	18.	Total ►				32,825

Part III Calculation of Estimated Hard-to-House Fee (Existing Housing Certificates and Housing Vouchers Only)

		Estimated Number of Families (a)	x Fee Per Family (b)	= Total Hard-to-House Fee (c)
	19.			

Part IV Calculation of Estimated Preliminary Expense

		Requested Amount: PHA Estimates (a)	HUD Modifications (b)
Administrative Expenses	20. Administrative Salaries		
	21. Employee Benefit Contributions		
	22. Legal Expense		
	23. Travel Expense		
	24. Sundry		
	25. Office Rent		
	26. Accounting and Auditing Fees		
	27. Total Administrative Expenses		
Non-Expendable Equipment Expenses	28. Office Equipment		
	29. Office Furnishings		
	30. Automotive		
	31. Other		
	32. Total Non-Expendable Equipment Expenses		
General Expenses	33. Maintenance and Operation (Non-Expend. Equip. Only)		
	34. Insurance		
	35. Sundry		
	36. Total General Expense		
Total Preliminary Expenses	37. Sum of Lines 27, 32, and 36		

imate of Total quired Annual ntributions

U.S. Department of Housing and Urban Development
Section 8
Housing Assistance Payments Program

See instructions in appropriate program handbooks.

OMB No. 2502-0348 (exc 10/31/86)

1. Public Housing Agency (Name and Address)
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
440 TURK STREET
SAN FRANCISCO, CA 94102

2. Project No.
CA39 0071 006

3. Submission
☒ Original ☐ Revision No.:

NORTHRIDGE 006

4. Annual Contributions Contract No.	5. HUD Field Office	6. HUD Regional Office	7. No. Dwelling Units	8. No. Units Months
SF 618	SAN FRANCISCO	SAN FRANCISCO	94	1128

9. Housing Program Type (Mark One)
(a) New Construction ☐ (b) Substantial Rehabilitation ☐ (c) Moderate Rehabilitation ☐ (d) Existing Housing Certificates ☐ (e) Housing Vouchers

10. PHA Fiscal Year Ending Date (Mark one and complete year)
(a) March 31. ☒ (b) June 30. ☐ (c) September 30. ☐ (d) December 31. 19: 86

Maximum Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Estimate (Housing Vouchers Only) PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	HUD Approved (Housing Vouchers Only) PHA Fee (e)	HUD Approved Total (f)
Maximum Annual Contributions Commitment	1,255,920		1,255,920			
Prorata Maximum Annual Contributions Applicable to a Period in Excess of 12 Months	-	-	-			
Maximum Annual Contributions for Fiscal Year (Line 11 plus Line 12)	1,255,920		1,255,920			
Project Account-Estimated or Actual Balance at Beginning of Requested Fiscal Year	828,127		828,127			
Total Annual Contributions Available - Estimated or Actual (Line 13 plus Line 14)	2,084,047		2,084,047			

II. Estimate of Required Annual Contributions	PHA Estimate (Housing Vouchers Only) Housing Payments (a)	PHA Fee (b)	PHA Estimate Total (c)	HUD Approved (Housing Vouchers Only) Housing Payments (d)	PHA Fee (e)	HUD Approved Total (f)
16. Estimated Annual Housing Assistance Payments (Form HUD-52672, Line 15)	921,000		921,000			
17. Estimated Ongoing Administrative Fee (Form HUD-52672, Line 18)		32,825	32,825			
18. Estimated Hard-to-House Fee (Form HUD-52672, Line 19)		-	-			
19. Estimated Independent Public Accountant Audit Costs	2,500		2,500			
20. Estimated Preliminary Administrative and General Expense (Form HUD-52672, Lines 27 and 36)		-	-			
21. Carryover of Preliminary Administrative and General Expense not Expended in the Previous FY Ending: (/ /)		-	-			
22. Estimated Non-Expendable Equipment Expense (Form HUD-52672, Line 32)		-	-			
23. Carryover of Non-Expendable Equipment Expense not Expended in the Previous FY Ending: (/ /)		-	-			
24. Total Annual Contributions Required - Requested Fiscal Year (Lines 16 through 23)	923,500	32,825	.956,325			
25. Deficit at End of Current Fiscal Year - Estimated or Actual	-	-	-			
26. Total Annual Contributions Required (Line 24 plus Line 25)	923,500	32,825	956,325			
27. Estimated Project Account Balance at End of Requested Fiscal Year (Line 15 minus Line 26)	1,160,547	-	1,127,722			
28. Provision for Project Account - Requested Fiscal Year Increase (decrease)(Line 27 minus Line 14)	332,420	-	299,595			
III. Annual Contributions Approved						
29. Total Annual Contributions Approved - Requested Fiscal Year (Line 26 plus increase, if any, on Line 28)	1,255,920	-	1,255,920			
30. Source of Total Contributions Approved - Requested Fiscal Year: (a) Requested Fiscal Year Maximum Annual Contributions Commitment (Line 13 or Line 29, whichever is smaller)	1,255,920	-	1,255,920			
(b) Project Account (Line 29 minus Line 30(a))						

Signature, Name and Title of PHA Approving Official (and date)

JESSIE R. FENNELL
ACTING DIRECTOR OF FINANCE

Signature, Name and Title of Approving HUD Field Office Official (and date)

(i) RESOLUTION NO. 2668

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO TRAVEL TO WASHINGTON, D.C. MAY 27-31, 1985

* *

WHEREAS, the Interim Executive Director has had various discussions with HUD Regional, HUD Central in Washington, D.C. and with Mr. Lawrence Simons, Counsel to the Authority in Washington, D.C.; and

WHEREAS, there are several important issues that need to be discussed in person such as the Authority's debts, modernization funding and the Aspen Group proposal;

WHEREAS, meetings have been arranged to discuss these issues with the appropriate parties in Washington, D.C.;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Interim Executive Director be authorized to travel to Washington D.C., May 27-31, 1985 for the purpose of meeting with HUD Central and Mr. Lawrence Simons, Counsel to the Authority;

2. That travel be in conformance with the rules and regulations of the travel policy of this Authority.

3. That this resolution shall become effective immediately.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Deasy stated that this resolution requests authorization for the Interim Executive Director to travel to Washington, D.C. to discuss issues relating to Authority programs with officials in Washington.

Vice President Fussell moved to adopt Resolution No. 2668 and Commissioner Brooks seconded the motion. Resolution No. 2668 was UNANIMOUSLY ADOPTED.

President Westbrook stated that since the issues discussed will be of a financial nature, she thought it would be a good idea if Mrs. Jane Hale, Acting Deputy Executive Director for Finance and Administration, also travel to Washington with Mr. Hamilton. Vice President Fussell moved that the Commission allow Mrs. Hale to travel to Washington and that the Interim Executive Director make that deterimination. Commissioner San Jule seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(j) RESOLUTION NO. 2669

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 62 TO ANNUAL CONTRIBUTIONS CONTRACT NO. 255 PROVIDING FOR THE DEPOSIT OF MONIES UNDER A GENERAL DEPOSITARY AGREEMENT AND THE ISSUANCE OF PROJECT LOAN NOTES AND PERMANENT NOTES

* *

WHEREAS, the Housing Authority of the City and County of San Francisco (herein called the "Local Authority") proposed (1) to enter into an amendment to the existing Annual Contributions Contract (herein called the "Amendment") with the United States of America (herein called the "Government"); (2) to provide for the deposit of monies pursuant to a General Depositary Agreement; and (3) to authorize the issuance of its notes as evidence of advances to be made to the Local Authority pursuant to the Contract as amended, all with respect to any "Project" as defined in the Contract, as amended, and which at any time now or hereafter is incorporated under the terms of such Contract, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Amendment to the Annual Contributions Contract is hereby approved and accepted and the President or Vice President is hereby authorized and directed to execute three (3) counterparts of the Amendment on behalf of the Local Authority, and the Secretary is hereby authorized to impress and attest the official seal of the Local Authority on each such counterpart and to forward such executed counterparts, or any of them to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

2. The Imperial Bank and the Local Authority have previously entered into a General Depositary Agreement, form HUD 5911A dated April 2, 1984 which provides for the deposit of specified monies of ". . . one or more additional low rent housing projects . . .". The Local Authority hereby determines that pursuant to the terms of the Agreement the aforenamed Bank shall be the Depositary for the project established under this Amendment.

3. The Interim Executive Director is hereby authorized to file with the Government from time to time, as monies are required, requisitions together with the necessary supporting documents requesting advances to be made on account of the loan provided in the Contract, as amended, and the proper officers of the Local Authority shall prepare, execute and deliver to the Government Notes hereinafter authorized and shall accept payment therefor from the Government in cash and/or exchange for other Notes of the Local Authority, and such persons are authorized to do and perform all other things and acts required to be done or performed in order to obtain such advances. Cash proceeds from the sale of all Notes shall be deposited and disbursed only in accordance with the provisions of the Contract, as amended.

4. (A) In order to provide monies to finance the Development Cost of each Project and to refund, renew, extend or substitute for any Project Loan Notes (in the contract called "Advance Notes") or permanent Notes by this Resolution authorized to be issued (or any such notes by any other resolution authorized to be issued and which are outstanding, or on deposit for delivery pending payment therefor, as of the date this Resolution becomes effective), or for any Project Notes (in the Contract called "Temporary Notes") issued by the Local Authority in anticipation of the delivery of Project Loan or Permanent Notes of the Local Authority in an aggregate principal amount outstanding at any one time (whether authorized by this Resolution or any other resolution authorizing the issuance of Project Loan or Permanent Notes) equal to the Maximum Development Cost (or the Actual Development Cost if such amount has been determined) of each Project, less the sum of (1) the principal amount of Bonds issued to finance such Development Cost and (2) the principal amount of Project Loan, Permanent, or Project Notes issued to finance such Development Cost and which has then been retired from funds other than the proceeds of any loan obtained by the Local Authority.

(B) Each such Note shall bear interest and be payable in the form and manner prescribed by the Contract and this Resolution; shall be signed in the name of the Local Authority by the President or Vice President; shall have the official seal of the Local Authority impressed thereon and attested by the Secretary. Each Project Loan Note shall be in substantially the form of Form HUD-9204 and each Permanent Note shall be in substantially the form of Form HUD-52250, each of which form is incorporated herein by reference and made a part hereof. Project Loan Notes and Permanent Notes shall be issued to finance the Development Cost of Non-Permanently Finance Projects and Permanently Finance Projects, respectively.

(C) Each Note issued with respect to any Project shall be a direct and general obligation of the Local Authority, the full faith and credit of which is hereby pledged for the punctual payment of the principal of and interest on such Notes, and together with all other Notes issued pursuant to this Resolution, shall be additionally secured by (1) a first pledge of the annual contributions payable to the Local Authority and authorized to be pledged to such payment pursuant to such payment pursuant to the Contract and (2) by a pledge of and lien on the Residual Receipts of such Project after providing for the payment of Bonds issued in respect to such Project.

(D) As additional security for the equal and ratable payment of the principal of and interest on each Note issued with respect to any Project, together with each other Note issued with respect to such Project, the Local Authority, to the fullest extent permitted by the Laws of the State, hereby pledges, mortgages, conveys and grants unto the Government all property described in the Contract constituting such Project, including that certain real property relating to each such Project and more particularly described in the trust instrument or any amendment thereto as executed and recorded by the Local Authority pursuant to the Contract; provided, that in respect to Permanently Financed Projects the lien of such pledge and mortgage and rights granted and conveyed pursuant to this paragraph shall (1) be junior to the Bonds and junior to the pledge of Residual Receipts securing the Bonds and (2) not be foreclosable until all Bonds shall have been paid and discharged in the manner provided in the Bond Resolutions. If the preceding sentence shall be adjudged by a court of competent jurisdiction to be invalid or ineffective it is the intention of the Local Authority to be fully obligated under the other provisions

of this Resolution and that such judgement shall not impair or invalidate the obligation of the Local Authority to pay the principal of and the interest on each Note from other funds of the Local Authority as herein provided.

5. Whenever the following terms, or any of them, are used in this Resolution, the same, unless the context shall indicate another or different meaning or intent, shall be construed, and are intended to have meanings as follows:

   (1) the term "Resolution" shall mean this Resolution.

   (2) All other terms used in this Resolution and which are defined in the Contract shall have the respective meanings ascribed thereto in the Contract.

6. All resolutions or parts of resolutions heretofore adopted by the Local Authority which authorize the issuance and/or delivery of Advance, Project Loan or Permanent Notes pursuant to the Contract are hereby repealed: Provided, however, that such repeal shall in no way affect the validity of Advance, Project Loan or Permanent Notes issued pursuant to said resolutions which are outstanding or on deposit for delivery pending payment therefor on the date this Resolution becomes effective: Provided further, that the Project Loan Notes authorized by this Resolution shall be exchanged for any Advance Notes heretofore issued pursuant to any previous resolution,

7. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Mr. Deasy stated that this resolution approves Amendment No. 62 to the Annual Contributions Contract. This is a very important amendment which will allow the Authority to proceed with the construction of the new housing for seniors and two floors of office space at 440 Turk Street and to proceed with the execution of the contract of sale with Central City Developers. It also includes funds to cover the cost of remodeling Egbert Avenue to accommodate the staff currently at Turk Street. Mr. Deasy answered questions raised by the Commissioners regarding the construction loan financing and the move of the administrative staff from 440 Turk Street to 1815 Egbert Street.

Vice President Fussell moved to adopt Resolution No. 2669 and Commissioner Cook seconded the motion. Resolution No. 2669 was UNANIMOUSLY ADOPTED.

(k) RESOLUTION NO. 2670

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FARRELL CONSTRUCTION CO., INC. FOR THE REPAIR OF FIRE DAMAGE TO THE PROPERTY LOCATED AT 900-914 ELLSWORTH AVENUE

* *

WHEREAS, a fire recently caused severe damage to the Housing Authority units located at 900-914 Ellsworth Avenue, in the Alemany Project; and

WHEREAS, the Fire Insurance Carrier, the Fire Insurance Adjuster, the recommended Contractor and the Housing Authority staff have agreed on a total cost of repair in the amount of $92,000.00; and

WHEREAS, the insurance company has contributed insurance proceeds less the deductible of $90,578.05 to reimburse the Housing Authority under its policy; and

WHEREAS, the scope of work and cost estimate prepared by the approved Contractor is acceptable to the Housing Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

(1) That the Executive Director is authorized to execute a contract for the repair of fire damage to the property located at 900-914 Ellsworth Avenue in the amount of $92,000 with the Farrell Construction Company.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Mr. Deasy stated that this resolution authorizes the approval of a construction contract to complete the repairs of fire damage units in Alemany. There were five units damaged by fire several months ago. The net cost to the Authority over the insurance proceeds is $1400.

Vice President Fussell moved to adopt Resolution No. 2670 and Commissioner San Jule seconded the motion. Resolution No. 2670 was UNANIMOUSLY ADOPTED.

Mr. Deasy called on the following visitor who filled out a card: Ms. Pamela Stevenson - seeking housing. Commissioner Westbrook referred her to Mrs. Hubbard of PHTA and Mr. Deasy.

ADJOURNMENT: Vice President Fussell moved to adjourn the regular meeting of the Commission at 10:15 a.m. and to convene the annual meeting of the commission. Commissioner Brooks seconded the motion. The motion was UNANIMOUSLY ADOPTED.

ANNUAL MEETING

President Westbrook stated that the order of business of the annual meeting of the Commission is the election of officers.

1) Election of President - Commissioner Brooks nominated James G. Fussell, Jr. to serve as president of the Commission for the coming year. Commissioner San Jule seconded the nomination. James G. Fussell, Jr. was elected president of the Commission by UNANIMOUS VOTE.

2) Election of Vice President - Commissioner Cook nominated Rev. Harry Chuck to serve as vice president of the Commission for the coming year. Commissioner San Jule seconded the motion. Rev. Harry Chuck was elected vice president of the Commission by UNANIMOUS VOTE.

In parting, President Westbrook stated that she has enjoyed serving as president of the Commission. Although during her reign the Authority has gone through a severe budget deficit, her priority has always been to serve in the best interest of the tenants. As a Commissioner, she will continue advocating that position.

Vice President Fussell stated that he was very proud to be given the confidence by the Commission to serve as president for the next year. He further stated that for the last two years President Westbrook has served as president of the Commission and he has always felt that she was the most qualified person to lead this Commission representing the tenants and the Commission and with full support from the Mayor. He will continue that commitment as president of the Commission. Commissioner Brooks also expressed her appreciation and commendation to President Westbrook for her leadership. On behalf of staff, Mr. Deasy thanked President Westbrook for her leadership and support. He stated that there is a lot of work that needs to be done in order to solve the Authority's fiscal problems and pledged the support and hard work of the staff to meet those requirement.

12. ADJOURNMENT

There being no further business to come before the Commission, the annual meeting of May 23, 1985 was adjourned at 10:30 a.m. Following the meeting, the Commission went into Executive Session to discuss a litigation matter.

ELOUISE WESTBROOK, President

Bernard T. Deasy

BERNARD T. DEASY
Deputy Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 673-5800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

SF
H65
H4
6/12/85

June 7, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, June 13, 1985 at 440 Turk Street.

Wilbur W. Hamilton
Interim Secretary/Executive Director

SF
H65
#1
6/12/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, June 13, 1985 AT 9:30 A.M., 440 TURK STREET, SAN FRANCISCO, CALIFORNIA.

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * *

1. ROLL CALL

   Elouise Westbrook, President
   James Fussell, Jr., Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Rev. Harry Chuck, Commissioner

2. VISITORS:

DOCUMENTS DEPT.
JUN 17 1985
SAN FRANCISCO
PUBLIC LIBRARY

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:
   Seating of Commissioner James McNamara

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:
    Nomination of Individuals to Serve as Directors of the Civic Center Housing Finance Corporation of San Francisco.

11. NEW BUSINESS: (440 Turk Street)

    (a) Resolution - Approving 1986 Community Development Program Funds.

    (b) Resolution - Authorizing the Award of Contract for Bath and Shower Installation at the North Beach Development, Cal. 1-11.

    (c) Resolution - Award of Contract to Move the 440 Turk Street Administrative Offices to 1815 Egbert Street.

    (d) Resolution - Authorizing the Interim Executive Director to Execute a Contract Between the Housing Authority of the City and County of San Francisco and Touche Ross and Company.

12. ADJOURNMENT:

Wilbur W. Hamilton
Interim Secretary/Executive Director

SF
H65
#3
6/13/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Regular Meeting Held:
Thursday, June 13, 1985

Minutes

440 Turk Street
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 440 Turk Street, San Francisco, California on Thursday, June 13, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by Commissioner Westbrook at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

DOCUMENTS DEPT.
JUL 15 1985

A quorum was present.

After the roll call, Commissioner Westbrook turned the gavel over to the new president of the Commission, James G. Fussell, Jr.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director (arrived 9:55)
Bernard T. Deasy, Deputy Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Mary McAlister, Valencia Gardens
Louise Hall, Alice Griffith
Christine Neal, Alice Griffith
E. J. Powell, Alemany

3. APPROVAL OF AGENDA:

Commissioner San Jule moved to approve the agenda of June 13, 1985 and Commissioner Westbrook seconded the motion. The agenda of June 13, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner San Jule moved to approve the minutes of May 23, 1985 and Commissioner Westbrook seconded the motion. The minutes of May 23, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

Seating of Commissioner James McNamara - Mr. Deasy reported that the documents have been received from the Mayor's office

appointing James McNamara to the Commission of the Housing Authority. Mr. McNamara will be filling the seat vacated by the resignation of Beatrice Patterson. Commissioner Cook moved to accept the documents received from the Mayor's office as filed and Commissioner San Jule seconded the motion. The motion was UNANIMOUSLY ACCEPTED. Commissioner Cook moved to seat James McNamara to the Commission of the San Francisco Housing Authority and Commissioner San Jule seconded the motion. The motion was UNANIMOUSLY ACCEPTED. President Fussell introduced and welcomed James McNamara to the Commission.

7. COMMITTEE REPORT:

Finance Committee - President Fussell reported that the Finance Committee met on June 7, 1985 and had a rather lengthy meeting. The items on the agenda under new business were covered and recommended for adoption by the full Commission.

Tenant Relations Committee - Vice President Chuck reported that the Tenant Relations Committee will not meet this month.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

Commissioner McNamara asked if PHTA also spoke for seniors. President Fussell replied that PHTA is funded by the Authority on the basis of $3 per unit and is chartered to represent all the tenants. A lengthy discussion followed regarding the role of Senior Citizens Citywide Council. Commissioner Westbrook requested that the Council also provide a report to the Commission at Commission meetings. Commissioner Cook questioned the funding relationship between the Authority and the Council. President Fussell requested that Ms. Effie Robinson, Director of Senior Programs, attend the next Commission meeting along with a representative from the Senior Citizens Citywide Council to discuss the relationship between the Authority and the Council.

President Fussell acknowledged the arrival of Mr. Hamilton from his meeting with the Mayor.

10. UNFINISHED BUSINESS:

Nomination of Individuals to Serve as Directors of the Civic Center Housing Finance Corporation - Mr. Hamilton stated that at the May 9, 1985 meeting the Commission passed a resolution establishing the Civic Center Housing Finance Corporation but the directors were not named at that time. Mr. Hamilton recommended the following people to serve as directors of the corporation: Wilbur W. Hamilton, representing the Authority, with Bernard T. Deasy as an alternate; Ray Sullivan, Mayor's Deputy for Budget and Finance; and John Farrell, Controller, City and County of San Francisco. The directors will have the responsibility for oversight and administration of the bond proceeds. Mr. Hamilton noted that this will be the last Commission meeting at 440 Turk Street and that the administrative offices will have moved to Egbert Street by the next Commission meeting. Commissioner San Jule moved to accept the recommendation of the Interim Executive Director that Wilbur W. Hamilton (Bernard T. Deasy, alternate), Ray Sullivan and John Farrell serve as directors of the Civic Center Housing Finance Corporation. Commissioner Westbrook seconded the motion. The motion was UNANIMOUSLY ADOPTED.

11. NEW BUSINESS:

(a) RESOLUTION NO. 2671

RESOLUTION APPROVING THE 1986 COMMUNITY DEVELOPMENT PROGRAM FOR THE SAN FRANCISCO HOUSING AUTHORITY AND AUTHORIZING SUBMITTING THIS 1986 PROGRAM TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT

* *

WHEREAS, the Community Development Program for San Francisco contains a program activity entitled, "Rehabilitation of Public Housing"; and

WHEREAS, the San Francisco Housing Authority has applied for funds since the inception of the Community Development Program for the rehabilitation of its existing housing stock; and

WHEREAS, the Community Development Program allocations have been successfully utilized in improving the San Francisco Housing Projects;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the attached Summary of the 1986 Community Development Program is hereby approved.

2. That the Interim Executive Director of this Authority be, and he is hereby authorized to forward said program in as many counterparts as may be required together with certified copies of this Resolution to the Mayor's Office of Community Development.

3. Furthermore, that the Interim Executive Director of this Authority be and he is hereby directed to do all things necessary and proper to pursue the implementation of the 1986 Community Development Program.

/Attachment

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution approves the 1986 Community Development Program for the Authority and authorizes submitting this program to the Mayor's Office of Community Development. A discussion followed regarding tenant input in determining the projects to be submitted, the per unit cost to fix vacant units and the feasibility of rehabilitating a whole project.

Commissioner Westbrook moved to adopt Resolution No. 2671 and Commissioner San Jule seconded the motion. Resolution No. 2671 was UNANIMOUSLY ADOPTED.

SAN FRANCISCO HOUSING AUTHORITY'S
PRELIMINARY
1986 COMMUNITY DEVELOPMENT PROGRAM
JUNE 1985

S U M M A R Y

A.	S.F.H.A. VACATE PROGRAM	$ 1,792,000
B.	HEALTH AND SAFETY MEASURES	$ 1,475,000
	TOTAL	$ 3,267,000

A. S.F.H.A. VACATE PROGRAM $1,791,800

1. SFHA VACATE PROGRAM

Do all work necessary to place vacated/ vandalized units back on the rent-roll, in the following projects:

PROJECTS	ESTIMATED # UNITS		
CAL 1-15 PING YUEN	14	@$3,400	$ 47,600
CAL 1-18(6) PING YUEN NORTH	14		$ 47,600
CAL 1-11 NORTH BEACH	20		$ 68,000
CAL 1-18(5) PLAZA EAST	36		$122,400
CAL 1-8 WESTSIDE COURTS	24		$ 81,600
CAL 1-18(7) HAYES VALLEY	35		$119,000
CAL 1-4 VALENCIA GARDENS	25		$ 85,000
CAL 1-5 BERNAL DWELLINGS	25		$ 85,000
CAL 1-16 ALEMANY	28		$ 95,200
CAL 1-1 HOLLY COURTS	12		$ 40,800
CAL 1-2 POTRERO TERRACE	70		$238,000
CAL 1-10 POTRERO ANNEX	20		$ 68,000
CAL 1-18(3) HUNTERS VIEW	27		$ 91,800
CAL 1-9 WESTBROOK APARTMENTS	27		$ 91,800
CAL 1-17(A) EAST AND WEST	27		$ 91,800
CAL 1-18(4) ALICE GRIFFITH	27		$ 91,800
CAL 1-3 SUNNYDALE	96		$326,400
TOTAL ESTIMATED NUMBER OF UNITS	527		

B. HEALTH AND SAFETY MEASURES $1,475,000

1. CAL 1-2, POTRERO TERRACE -Complete all boiler repair 8 Boilers at $35,000 each	$280,000*
2. CAL 1-3, SUNNYDALE -Complete underground waterline replacement	$235,000
3. CAL 1-11, NORTH BEACH -Complete Bathroom remodeling	$100,000*
4. CAL 1-16, ALEMANY -Bathroom remodeling	$220,000*
5. CAL 1-18(6), PING YUEN NORTH -Bathroom remodeling	$275,000*
6. CAL 1-18(7), HAYES VALLEY -Exterior Painting	$350,000*
7. CAL 1-18(10), WOODSIDE GARDENS -Improve lighting at parking lot and main entrance	$ 15,000*

*Items requested by Tenant Associations.

EHH:jhc

(b) RESOLUTION NO. 2672

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR BATHROOM SHOWER INSTALLATIONS, FIRST PHASE AT NORTH BEACH PLACE, CAL 1-11

* *

WHEREAS, on December 3, 1984, this Authority advertised for bids for bathroom shower installations project at North Beach, Cal 1-11; and

WHEREAS, on January 19, 1985, the following bids were received for the work, publicly opened and read aloud:

	BIDDER	BID AMOUNT
1.	PFW Associates	$282,000.00
2.	Thomas and Cottrell Construction	$297,000.00
3.	Carlin Company, Inc.	$309,838.00
4.	Transworld Construction, Inc.	$350,000.00

WHEREAS, the Authority has evaluated the bid, and determined that funds are provided in the amount of $197,000.00, 1984 Community Block Grant Development Program budget as a line item for this project; and

WHEREAS, the bidder has agreed to contracting for only the first phase portion of the bid work scope, consisting of all specified work within the area bound by Mason, Francisco, Taylor and Bay Streets, for a value of $162,137.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO;

I. That a contract for the work be awarded to PFW Associates in the amount of $162,137.00.

II. That this action shall not constitute notice to the Bidder of the award of contract, and no award shall be effective until the contractor is given written notice thereof.

III. That this action is contingent upon receipt and approval of the Contractor's Affirmative Action Program and evidence of bondability.

IV. That the Secretary/Executive Director is authorized and is directed to execute a contract with the abovementioned contractor on behalf of this Authority.

APPROVED AS TO FORM:

_____ Date: _____
Geraldine Chavis, Legal Counsel

Mr. Hamilton stated that bids were received for bath and shower installations at the North Beach project. The lowest bid is not within the budget. The bidder has agreed to contracting on a proportional basis. The first phase will come out of the 1984 CDBG budget and the second phase will come from 1986 CDBG funds. Mr. Deasy answered questions raised by Commissioner Cook regarding the number of units in the first phase and and the extent of the renovation. President Fussell requested that in the future, staff estimates of the work be included in the background information submitted to the Commission.

Commissioner Westbrook moved to adopt Resolution No. 2672 and Commissioner San Jule seconded the motion. Resolution No. 2672 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2673

RESOLUTION AWARDING A CONTRACT TO MOVE
THE 440 TURK STREET ADMINISTRATIVE
OFFICES TO 1815 EGBERT AVENUE
* *

WHEREAS, the San Francisco Housing Authority will construct new administrative offices on the location of its present headquarters; and

WHEREAS, temporary spaces to accommodate the 440 Turk Street administrative offices are being remodeled at 1815 Egbert Avenue; and

WHEREAS, staff has solicited bids from five (5) moving companies; and

WHEREAS, two (2) companies each submitted a bid as follows:

a.	Bay Area Allied	$ 9,036.14
b.	SAAGAN	$21,136.40

WHEREAS, staff reviewed the bids and found them in order;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the bid be awarded to the low bidder, Bay Area Allied, in the amount of $9,036.14.

II. That the Executive Director is hereby authorized to enter into a contract with Bay Area Allied Moving Company for $9,036.14 to advise stated objected.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

_____
Date

Mr. Hamilton stated that this resolution authorizes the awarding of a contract to Bay Area Allied to move the administrative offices from 440 Turk Street to 1815 Egbert Avenue. The first phase of the move involving the Finance Department has already occurred. Commissioner Cook stated that he was prepared to vote on this resolution but called attention to a structural problem, when staff divides a contract, it therefore becomes possible to bypass Commission approval. He asked Gary Brayton of Touche Ross to review this process. Mr. Hamilton concurred that some protection against that kind of manipulation is appropriate and that he will be reviewing it with Mr. Brayton.

Commissioner San Jule moved to adopt Resolution No. 2673 and Vice President Chuck seconded the motion. Resolution No. 2673 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2674

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND TOUCHE ROSS & CO.

* *

WHEREAS, The Commissioners of the San Francisco Housing Authority of the City and County of San Francisco passed Resolution No. 2641 dated March 28, 1985 authorizing the Interim Executive Director to execute a contract for management consultant assistance with Touche Ross & Co.; and

WHEREAS, Touche Ross & Co. has submitted a revised proposal dated May 30, 1985 which is identified as Attachment A to the proposed contract; and

WHEREAS, the revised proposal is acceptable to the Commissioners of the Housing Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. A contract for Management Consultant Assistance be awarded to Touche Ross & Co.

2. The Interim Executive Director is authorized to execute a contract for Management Consultant Assistance in substantially the form as attached hereto.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that in March 1985 the Commission approved a contract with Touche Ross and Company for consultant and implementation assistance to improve the management of the Authority. The contract has now been revised to include specifically estimated hours and rates of pay. The upset amount has been revised to $220,500. Commissioner McNamara stated that the contract appeared to be open an ended contract with a lot of estimating. Mrs. Hale noted that $220,500 is the final estimate and that Touche Ross will not receive any more under this contract.

Commissioner Cook moved to adopt Resolution No. 2674 and Vice President Chuck seconded the motion. Resolution No. 2674 was UNANIMOUSLY ADOPTED.

Touche Ross & Co.

ATTACHMENT A

March 22, 1985
REVISED May 30, 1985

Mr. Wilbur Hamilton
Acting Executive Director
San Francisco Housing Authority
440 Turk Street
San Francisco, California 94102

Mr. Duncan L. Howard
Regional Administrator
U.S. Department of Housing and Urban Development
450 Golden Gate Avenue
San Francisco, CA 94102

Dear Sirs:

We are pleased to have had the opportunity to assist you in reviewing the difficulties of the San Francisco Housing Authority. At your request, we are presenting you with this proposal to provide implementation assistance in improving the management systems of the authority. This assistance is responsive to our recommendations presented to you on February 15, 1985 based on the results of our Management Systems Review.

This proposal documents our understanding of the current situation, the objectives of our assistance, our recommended approach and workplan to meet these objectives, and the staffing, timing, and fees necessary to complete our work.

BACKGROUND

The San Francisco Housing Authority has a history of financial difficulties dating back to 1969. These financial problems stem from both the difficulty of providing adequate housing for the City's poor with the limited resources and the inability of the Authority to develop and maintain strong financial controls, appropriate accountability, and a lack of understanding of available financial information by the Authority's Commissioners has led to the current situation in which the Authority cannot meet past financial obligations.

The Authority is unable to meet obligations in excess of $5.0 million due to past deficit spending. Futhermore, cost reductions through staff reductions and paycuts amounting to $2.2 million

annually are currently being implemented to balance the budget for the remainder of fiscal year 1984-85. Several key factors are believed to have contributed to this situation:

- Many accounts in the Authority's general ledger are out-of-balance and the amounts in those accounts cannot be supported by appropriate records. As a result, the Authority's financial condition is not properly reflected in its financial statements.

- The U.S. Department of Housing and Urban Development requires the Authority to compute an "operating reserve" for budgeting purposes. This reserve is the sum of operating surpluses and deficits over past fiscal years. The amount reflected is not a cash reserve. Furthermore, it has been misstated in budgets prepared for HUD. These misstatements reflect inadequate budget preparation controls.

- The Authority's Commissioners believed the "operating reserve" was accurately stated and represented cash reserves. Given this belief, they approved the fiscal year 1983-84 budget which projected a $3.0 million deficit. The actual deficit for fiscal year 1983-84 was $4.2 million. This situation reflects a lack of understanding of available financial information as well as inadequate controls in meeting budgeted expense levels.

- The budget for fiscal year 1984-85 was approved to incur a $0.6 million deficit. However, this budget did not reflect realistic spending levels based on historical costs. The Authority's staff has subsequently revised the fiscal year 1984-85 budget to reflect more realistic spending levels. This revision indicated the Authority would overspend available revenues by $2.2 million.

- The Authority's Executive Staff recognizes the need for additional financial reporting, particularly in providing actual versus budget expense data. In an attempt to improve this situation, a new general ledger system was selected and purchased to provide increased

reporting capabilities. This system is currently being installed. Unfortunately, it is not clear at this time that this general ledger system will meet the Authority's major requirements. In addition, the Authority does not have sufficient resources to implement the system on timely basis. Since the Director of Finance opted to discontinue use of the old general ledger system on October 1, 1984, the Authority's current financial condition is difficult to ascertain.

Touche Ross & Co. was requested to perform a Management Systems Review. That review was completed and recommendations presented on February 15, 1984.

OBJECTIVES AND SCOPE

Given this background and based on the results of our Management Systems Review, the following project objectives have been identified to improve the financial management of the Authority.

- Develop and implement immediate short-term controls on the Authority's spending through the accounts payable system; and identify requirements for longer term needs.

- Expedite the implementation of a general ledger system to provide required financial and budgeting information.

- Accelerate the timely completion of the financial audit to include fiscal year 1984.

- Identify management requirements and implement a management reporting system to:

  - support an annual budget planning process.
  - provide expense control reporting.
  - provide key productivity measures.

- Develop and implement a training program for the Executive Staff and Commission in interpreting and using new management reports.

This proposal addresses each of these objectives excepting the financial audit which we have addressed in a separate letter.

APPROACH AND WORKPLAN

Our general approach to providing implemenation assistance is to work closely with our clients and provide regular progress reviews to ensure mutually agreed upon goals are met in a cost-effective manner. In completing this engagement, we will conduct regular reviews with the Executive Staff of the Authority as well as provide weekly progress reports to the Mayor's Special Advisory Committee. More importantly, we will be action-oriented and will work to assure systems, procedures and controls are actually implemented and that appropriate training is provided. Our work will be conducted in two phases which will be performed concurrently. The following workplan outlines the tasks we will perform during each phase of our work.

Phase I - Develop and Implement Immediate Short-term Controls for Accounts Payables and Disburemeents and Define Long-term Needs

During this phase of our work we will strengthen accounts payable controls to ensure the approval process is consistent with budget accountability levels and provides appropriate approval levels for expenditures exceeding budgeted amounts. Additionally, we will develop formats and procedures for comparison reporting, by accountability level, for monthly and year-to-date expenditures versus revised budgets. As procedures are developed and approved we will work with the Authority staff to actually see that the procedures and controls are installed and that personnel are trained in their use. We will complete our work during this task by identifying longer-term accounts payable systems requirements.

- **Task 1 - Identify Existing Controls and Procedures**

We will review existing controls and procedures, document these as required and identify strengths and weaknesses of these practices. Importantly we will identify actual practices versus documented procedures to ascertain the degree of enforcement.

- **Task 2 - Analyze and Revise Spending and Accountability Levels**

Based on our review of existing systems, we will analyze existing accountability and expense approval levels. We will develop and implement recommendations for revising the approval hierarchy in order to ensure approval is associated with accountability. Fundamentally we will design a system to ensure that the staff members approving various expenses are also responsible for developing expenditure budgets and held accountable for controlling expenses at budgeted levels. We will also develop procedures for approving expenditures which

exceed budgeted levels. This process will ensure that required expenditures which exceed budgets by a given amount are brought to the attention of the Executive Staff and Commission for approval.

- **Task 3 - Revise and Enforce Controls and Procedures as Necessary**

We will revise existing controls and procedures as necessary based on weaknesses identified. We will prepare detailed documentation of these revised procedures including all appropriate forms for approval and data entry.

- **Task 4 - Develop and Implement Procedures for Reporting Actual Versus Budgeted Expenditures**

We will develop and implement procedures for comparison reporting of actual-to-date versus budget-to-date expenditures by accountability level.

- **Task 5 - Identify Long-term Systems Requirements**

We will identify user needs and develop a requirements checklist for the Authority's accounts payable, contracts and purchase order systems.

Phase II - Implement a General Ledger

The objective of this phase is to implement the basic functions of a general ledger as quickly as possible while taking steps to improve related management reporting capabilities. This includes defining basic required general ledger functions, features, account classifications, and reporting structures. The general ledger system (old or new) that best meets basic user requirements and can be implemented with an acceptable level of risk within a four month time frame will be selected for implementation. We will assist in the implementation process to assure the system is installed. At the end of this phase, a workplan will be developed for the implementation of longer-term general ledger and management reporting requirements.

- **Task 1 - Prepare User Requirements Checklist to Identify Requirements and Compare With Old and New Package Features**

We will tailor our existing fund accounting requirements checklists to include unique Housing Authority requirements. These requirements will be determined by interviewing appropriate accounting personnel. The requirements will be

matched against the features and functions of the general ledger system that was discontinued in October 1984 and against the system purchased to replace the old system. This analysis will help determine which system should be implemented in the short term.

- **Task 2 - Analyze Practicality and Implications of Accounting Classification and Reporting at Project Levels**

Although management reporting at a project level has some benefits, these benefits may be outweighed by the difficulty of inputting and processing accounting transactions at this level of detail. Defining the appropriate level of detail is essential for implementation of either general ledger system.

- **Task 3 - Compare Costs and Benefits of Each General Ledger System**

Based on identified user requirements, both general ledger systems will be evaluated to determine which one should be implemented. If the new system does not meet requirements or poses an unacceptable level of implementation risk, the old system will be reimplemented. However, the old system also has associated risks and has clear limitations that led the Authority to acquire a new general ledger system in the first place.

- **Task 4 - Define and Perform Staff Training**

Reimplementing the old system will require little or no staff training. Implementing the new system will require intensive staff training to become familiar with the expanded functions and features provided by this system. Most of this training must occur prior to implementation so the Authority staff can modify the chart of accounts, prepare user tables, establish beginning balances etc.

- **Task 5 - Prepare General Ledger System for Processing**

Either general ledger system will require revision of the chart of accounts, establishment of beginning balances, budget information, user tables and options, etc. In addition, if the new general ledger is installed, the accounting treatment of allocations and standard journal entries must be established. Trial balance formats and options along with other reporting formats will be developed for the new general ledger.

- **Task 6 - Prepare General Ledger Transactions**

Nearly four months of general ledger transactions are stored in an automated file awaiting processing. These transactions are in a format appropriate for entry to the new general ledger system. If the old general ledger system is implemented, these transactions will have to be reformatted or rekeypunched. In either case, some of the transactions will have to be modified based on the definition of user requirements.

- **Task 7 - Prepare General Ledger Test Plan and Perform Acceptance Test**

A test plan must be developed that includes the transactions and interfaces to be tested, expected results, schedules, and testing responsibilities. In addition, the system will be tested for error recovery and unusual conditions. The first month's transactions can probably be used as test data, otherwise other test data must be prepared. The acceptance tests will then be performed in accordance with the test plan.

- **Task 8 - Produce Year-to-date Trial Balances**

The general ledger transactions for the first four months of the fiscal year will be processed, and trial balances produced. The results will be tested for reasonableness.

- **Task 9 - Prepare Workplan for Implementing Long-term Requirements**

If the old general ledger system was reimplemented because the new system did not meet requirements or because of the implementation risks involved, this workplan will include the selection and implementation of an as yet unidentified general ledger system. If the new general ledger system was implemented as part of this phase, the workplan will include steps to implement the full features and functions of the system to satisfy long term requirements of the Authority.

STAFFING, TIMING, AND FEES

In order to maximize the effectiveness of our implementation assistance, we will coordinate a team effort of Touche Ross and Authority staff. The close involvement of the Authority's staff is essential to ensure the deliverables meet your needs and to ensure that they feel ownership of the new systems.

The Touche Ross team assigned to this project has been selected based on their specific expertise and prior experience in dealing with the issues presented by this project. Philip Strause, partner and Director of Management Consulting, will have overall responsibility for the quality of this engagement. Mr. Strause is a National Director of our Financial Services practice and has significant experience in working with the public sector. Gary Brayton P.E., Consulting Manager, will direct the day-to-day activities of the project. Mr. Brayton has over 14 years of experience in consulting with both the private and public sectors. He is an expert in the design and implementation of information systems. Kevin Anderson, Senior Consultant, will be responsible for the implementation of the general ledger system. Mr. Anderson is a data processing professional and an expert in the selection and implementation of fund accounting systems. Melanie Hoffner, Senior Consultant, will also be assigned to this project. Ms. Hoffner is a CPA and recently assisted Mr. Brayton in the design and implementation of accounts payable, general ledger, and management reporting systems for a large construction company.

We are prepared to begin work on this important engagement immediately and have already initiated detailed workplanning with the Authority's staff. We anticipate Phase I of our work will require 4-6 weeks to complete. This work will provide the necessary controls on discretionary spending in the short term. Phase II of our work will require 3-4 months to complete. We will implement the basic functions of a general ledger system with related reporting capabilities.

We estimate the professional fees for this project as follows:

- **Phase I - Short term controls on discretionary spending $50,000.**

- **Phase II - Implementation of a general ledger - $160,000.**

It is our practice to bill monthly based on actual hours worked at each consultants billing rate. Expenses will be billed at actual cost and are not expected to exceed 5% of the total professional fees.

Given the urgency of the situation we believe it important to begin work on Phases I and II immediately. Therefore, we have initiated our work given your preliminary approval.

We appreciate the opportunity to work with both the City and Authority on this important project. If you have any questions about this proposal please call Philip Strause or Gary Brayton at (415) 781-9570.

Yours very truly,

Touche Ross & Co.

Other Business:

Commissioner Westbrook expressed her concerns for the seniors who will be paying rent on July 1 when the administrative offices at 440 Turk Street will have moved. Mrs. Hale stated that the Authority is having discussions with a bank on Turk and Van Ness regarding the possibility of having tenants pay their rent there but there has been no final answer.

President Fussell asked staff to prepare a briefing packet for Commission McNamara and to schedule at his convenience meetings with resource people who are key to understanding the day to day activities of the Authority.

President Fussell called on Gary Brayton of Touche Ross & Co. Mr. Brayton had made a presentation to the Finance Committee and to the Mayor. President Fussell asked Mr. Brayton to provide a brief summary to the Commission. Mr. Brayton distributed two reports: 1) a progress report and 2) an executive summary of the work done to date by Touche Ross. Touche Ross has been involved in two primary areas, spending controls improvement and general ledger implementation. Mr. Brayton outlined in detail the work done in these areas. He called attention to the monitoring work plan that Touche Ross has recommended. His final recommendation was that the final report take place approximately one month from now, and that it will be a joint report of the Finance Department and Touche Ross. That report will document the work that has been done and present a current financial statement.

Commissioner San Jule asked about the status of the search for a permanent executive director. Mr. Hamilton stated that applications have been received and some informal interviews have occurred. The next step is the constitution of the Personnel Committee by the President. Mr. Hamilton and the Committee will do the further screening. When the group of candidates is narrowed down to approximately five, at the direction of the Committee and with the concurrence of the Commission, the candidates will be formally interviewed.

President Fussell stated that he does not have a complete listing of Committee assignments at this time. Tentatively he has assigned the following:

Personnel - Chuck (Chairman), San Jule, McNamara

Finance - Fussell, San Jule, Westbrook (has not decided on the chair)

Tenants Relations - Brooks, Westbrook, NcNamara (has asked Brooks to chair it)

Audit Committee - Cook (Chairman), Fussell, Chuck (this is a new committee whose charge will be to monitor the Mayor's MBO requirements, monitor contracts, contracting process, audit overview of Authority activities)

President Fussell stated that under the Mayor's MBO program, the Authority is not meeting its goals. Mr. Hamilton stated that staff is analyzing the situation and will report to the Commission and the Mayor.

Visitors - Mr. Hamilton called on the following visitors who filled out cards: E. J. Powell, Alemany - asked what happened to the money allocated to Alemany for the painting, shower installation and insurance money for the burned units. President Fussell requested a report from staff July 25 on the status of the bathroom renovation work at North Beach and Ping Yuen and to determine what money is available from the CDBG funds to do interior work for Alemany. Mr. Powell also asked to have bars installed on the windows in the Center. Mr. Deasy stated that he will follow up on this. Mary McAlister - asked about funds to finish the modernization of the center at Valencia.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of June 13, 1985 was adjourned at 11:45 a.m.

JAMES G. FUSSELL, JR., President

Bernard J. Deasy

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO
HOUSING AUTHORITY
1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • (415) 468-3800

June 24, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, June 27, 1985 at 1815 Egbert Avenue.

for Bernard J. Deasy
Wilbur W. Hamilton
Interim Secretary/Executive Director

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#1
1/27/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, JUNE 27, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Approving Revisions to Existing Purchase Orders/Contracts (Purchase Orders/Contracts Affected: -Kelly Sons Change Order G-1, G-2 and G-3
   -Demakas Plumbing Revision #1
   -R. D. Miners Change Order G-4
   -Shade Shop Stock Replenishment (2 Requisitions)
   -ABAR Legal Secretarial Services
   -PG&E Installation/Removal of Gas Lines (2 Requisitions)
   -Nueva Castilla Co.
   -Purchase CRT Machines)

   (b) Resolution - Approving an Amendment to the Section 8 Existing Annual Contributions Contract Adding Project No. CA39-E001-0014

12. ADJOURNMENT:

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Wilbur W. Hamilton
WILBUR W. HAMILTON
Interim Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

DOCUMENTS DEPT.
JUL 15 1985

Regular Meeting Held:
Thursday, June 27, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, June 27, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:48 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Joan San Jule, Commissioner (arrived 9:50)
Preston Cook, Commissioner
Betty Brooks, Commissioner
James McNamara, Commissioner

ABSENT: Reverend Harry Chuck, Vice President
Elouise Westbrook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Bernard T. Deasy, Deputy Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Minnie B. Lyons
Maybelline Hubbard, PHTA and Potrero Terrace
Jewel Green, Hunters View
Carol J. Holcomb
E. J. Powell, Alemany
Zakiyyah Mahasin, Sunnydale & PHTA

3. APPROVAL OF AGENDA:

Mr. Hamilton amended the agenda to add under new business, (c) Appointment of Julian Rhine to the Civic Center Housing Finance Corporation. Commissioner Cook moved to approve the amended agenda of June 27, 1985 and Commissioner San Jule seconded the motion. The amended agenda of June 27, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

The minutes of the previous meeting were not available and will be presented for approval at the next Commission meeting.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Personnel Committee - Mr. Hamilton stated that the Personnel Committee met and went through the list of applicants. President Fussell stated that it is important to hire a permanent executive director as soon as possible. However, it should be communicated to the candidates that it is a difficult position and that they can anticipate having a cooperative Commission. The next Committee meeting was scheduled for Tuesday, July 2.

8. REPORT OF COUNSEL:

Counsel Chavis provided a brief outline of legal actions.

9. TENANT REPRESENTATIVE REPORT:

President Fussell called attention to the list of new officers of PHTA. Laura Berry, Recording Secretary read the list of new officers as follows:

President, Maybelline Hubbard (Potrero Terrace)
1st Vice President, Cleola Richardson (Westside Courts)
2nd Vice President, Zakiyyak Mahasin (Sunnydale)
Recording Secretary, Laura Berry (Bernal Dwellings)
Corresponding Secretary, Patricia Bently (Hunters View);
Treasurer, Jewel Green (Hunters View)
Parliamentarian, Rosa Lee Urquhart (Senior/Hermann Street)

President Fussell congratulated the officers and asked them to stand. He requested that PHTA draft a goals statement (1-2 pages) of what PHTA hopes to accomplish during their term. Commissioner Brooks requested that PHTA include in their statement how the Commission can help PHTA meet those goals. President Fussell stated that the goals statement would be used as the basis for discussion in Tenant Relations Committee on how the two entities can work together. He asked Jim Williams' office to help with the goals statement and to present it to the Commission at the first meeting in August.

President Fussell called attention to two books on public housing that were distributed to the Commission.

10. UNFINISHED BUSINESS:

Senior Citizens Citywide Council - Commissioner McNamara stated that he has checked with Ms. Kavanagh of the Senior Citizens Citywide Council and Miss Effie Robinson of staff regarding the Council reporting to the Commission. They thought it was a good idea and would like to be on the agenda, once a month at the second Commission meeting.

11. NEW BUSINESS:

(a) RESOLUTION NO. 2675

RESOLUTION APPROVING REVISIONS TO
EXISTING PURCHASE ORDERS/CONTRACTS
* * * * * * * * * * * * * * * * * * *

WHEREAS, Touche Ross & Co. was contracted with to provide management assistance to the San Francisco Housing Authority; and

WHEREAS, Touche Ross & Co. has recommended certain spending control improvements relative to approval of purchase requisitions; and

WHEREAS, these recommended approval levels require the approval by the Commission of the Authority when the dollar amount is $5,000 and over;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The following purchase requisitions are presented to the Commission for individual approval action:

   - Kelly & Sons Change Order G-1, G-2 and G-3
   - Demakas Plumbing Revision #1
   - R. D. Miners Change Order G-4
   - Shade Shop Stock Replenishment (2 requisitions)
   - ABAR Legal Secretarial Services
   - PG&E Installation/Removal of Gas Lines (2 requisitions)
   - Nueva Castilla Company - Secure Yerba Buena Plaza
   - Purchase 3 CRT Machines

2. The Finance Department is authorized to initiate procurement activity as described in the content of each request after the required signatures are obtained.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Counsel

Date: _____

President Fussell stated that in part this resolution has come before the Finance Committee and some of the Commissioners had voiced their concerns. Mr. Hamilton stated that under the new spending control improvement program the following purchase requisitions and change orders of $5,000 and above are being brought before the Commission: Kelly & Sons Change Order G-1, G-2 and G-3; Demakas Plumbing Revision #1; R.D. Miners Change Order G-4; Shade Shop Stock Replenishment (2 requisitions); ABAR Legal Secretarial Services; PG&E Installation/Removal of Gas Lines (2 requisitions); Nueva Castilla Company; Purchase 3 CRT Machines. With the exception of ABAR and CRT machines, these items have been before the Finance Committee. Mr. Deasy provided detailed information and answered questions and concerns raised by the Commission on each of the items.

Commissioner Cook moved to adopt Resolution No. 2675 and Commissioner San Jule seconded the motion. Commissioner Cook moved to amend the resolution to accept the resolution with the exception of Kelly & Sons--this item to be held over for two weeks after receiving detailed background information on the change orders as he requested. Commissioner McNamara seconded the motion. The vote on the amendment was two for; and three against. The amendment did not carry. Resolution No. 2675 was UNANIMOUSLY ACCEPTED.

(b) RESOLUTION NO. 2676

RESOLUTION APPROVING AN AMENDMENT TO THE SECTION 8 EXISTING ANNUAL CONTRIBUTIONS CONTRACT ADDING PROJECT NO. CA39-3001-014

* *

WHEREAS, the approved Housing Assistance Plan for the City and County of San Francisco includes the need to provide additional housing for low and very-low income families by subsidizing the rental of existing standard units in the City and County of San Francisco by means provided under the Section 8 Programs administered by the Department of Housing and Urban Development (HUD); and

WHEREAS, the San Francisco Housing Authority has been notified by the Department of Housing and Urban Development that our application for 190 Section 8 Certificates was approved; and

WHEREAS, the Executive Director of the San Francisco Housing Authority designated the Leased Housing Department responsible for administering the Section 8 Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1. The Annual Contributions Contract will be amended to add Project No. CA 39-E001-014 and to incorporate 190 Section 8 Certificates for Fiscal Year 85.

2. That this Resolution shall become effective immediately.

3. That should any conflict arise between this Resolution and any other resolution of the Authority heretofore adopted and now in force and effect, this Resolution shall prevail to the extent of such conflict.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

Date: _____

Mr. Hamilton stated that this resolution approves an amendment to the Section 8 existing annual contributions contract to add 190 Section 8 certificates for fiscal year 1985. Mr. Gholson, Director of Leased Housing, answered questions about the Section 8 program. President Fussell requested that the Leased Housing Department chart a map showing the distribution of Section 8 certificates throughout the city.

Commissioner Cook moved to adopt Resolution No. 2676 and Commissioner Brooks seconded the motion. Resolution No. 2676 was UNANIMOUSLY ADOPTED.

(c) APPOINTMENT OF JULIAN RHINE TO THE BOARD OF DIRECTORS OF THE CIVIC CENTER HOUSING FINANCE CORPORATION

Mr. Deasy stated that at the last Commission meeting three individuals were appointed to serve on the Board of Directors of the Civic Center Housing Finance Corporation. Subsequent to that action, one of the individuals, John Farrell, has informed the Authority that because of time constraints, he is unable to serve. In his place, he suggested the appointment of Julian Rhine, Counsel to the CCSF Controller. Commissioner San Jule moved to appoint Julian Rhine to the Board of Directors of the Civic Center Housing Finance Corporation and Commissioner Brooks seconded the motion. The motion was UNANIMOUSLY ADOPTED.

Visitors - Mr. Hamilton called on the following visitors who filled out cards: Minnie B. Lyons, Hunters Point; Jewell Green, Hunters View; Carol Holcomb, Plaza; E. J. Powell, Alemany.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of June 27, 1985 was adjourned at 12:00 p.m.

JAMES G. FUSSELL, JR., President

Bernard G. Deasy

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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7/11/85

July 8, 1985

PUBLIC NOTICE

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, July 11, 1985 at 1815 Egbert Street.

Bernard L. Dussy

fr Wilbur W. Hamilton
Interim Secretary/Executive Director

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY, JULY 11, 1985
9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

   1) Minutes of Regular Meeting of June 13, 1985
   2) Minutes of Regular Meeting of June 27, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

   Reseating of Commissioner James G. Fussell, Jr.

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Authorizing Approval and Acceptance of a Proposal from Touche Ross & Co. dated July 1, 1985

   (b) Resolution - Authorizing the Payment of Expenses for Travel, Food and Lodging for Three Prospective Out-of-State Candidates for the Executive Director Position.

   (c) Resolution - Authorizing Expenditure of an amount not to Exceed $13,845.00 Placement Fee for the Recruitment of a Financial Systems Analyst

   (d) Resolution - Authorizing a Change Order to a Contract with Rudy Bacani in the Amount of $16,640.00 to Continue to Perform Professional Accounting Services

New Business (cont.)

(e) Resolution - Authorizing a Change Order in the Amount of $23,000.00 to a Contract with Girard Chatman for Programming Services

(f) Resolution - Approving an Agreement with the City and County of San Francisco for the Provision of Energy Conservation Work for Authority Housing Projects

12. ADJOURNMENT:

Bernard T. Deasy

BERNARD T. DEASY
Acting Secretary/Executive Director

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7/11/85

MINUTES

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Regular Meeting Held:
Thursday, July 11, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, July 11, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:44 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
James McNamara, Commissioner

ABSENT: Elouise Westbrook, Commissioner

A quorum was present.

ALSO PRESENT: Bernard T. Deasy, Deputy Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Jimmie Mumphery, Hunters View
Christine Neal, Alice Griffith
Mrs. Hall, Alice Griffith

3. APPROVAL OF AGENDA:

Commissioner San Jule moved to approve the agenda of July 11, 1985 and Commissioner Cook seconded the motion. The agenda of July 11, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of June 13, 1985 and June 27, 1985 and Commissioner San Jule seconded the motion. The minutes of June 13, 1985 and June 27, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

Mr. Deasy reported on the following items:

(1) The letter regarding the reappointment of James Fussell to the Commission has been received from the Mayor's office. The reseating of Commissioner Fussell will take place after his swearing in.

(2) There will be a Finance Committee meeting, Friday, July 19, 4:00 p.m.

(3) There will be a special Commission meeting all day Tuesday July 23, 9 a.m. til 4 p.m.

(5) The Management Report for July has been distributed. Rent collection activity continues at or above expectations. The vacant unit inventory is growing slightly. There will be a meeting next week to try to deal with some of the bottle necks.

7. COMMITTEE REPORT:

Personnel Committee - Commissioner Chuck reported that the Committee met on Tuesday, July 2 with all members present. There will be a closed meeting of the Commission on July 23 to interview the final candidates for the position of Executive Director. Related to that is Resolution (b) under new business.

President Fussell called attention to an announcement in the NAHRO Monitor regarding a 3-day training course for Commissioners that will be held in San Francisco, August 9 - 11. Commissioners McNamara and Brooks expressed an interest in attending.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2677

RESOLUTION APPROVING A PROPOSAL FROM TOUCHE ROSS & CO. DATED JULY 1, 1985

* * * * * * * * * * * * * * * * * * * *

WHEREAS, it has been determined that additional assistance is needed to bring the financial systems of the San Francisco Housing Authority up to date; and

WHEREAS, Touche Ross & Co. have submitted a proposal dated July 1, 1985 to provide such assistance for an amount not to exceed $12,000;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1) The proposal of Touche Ross & Co. be approved in substantially the form attached hereto.

2) The Interim Executive Director is authorized to execute an acceptance of that proposal.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

Date: _____

Mr. Deasy stated that this resolution authorizes an amendment to the contract with Touche Ross for management services. This will enable Touche Ross to continue assistance for the implementation of the general ledger system. The $12,000 is needed because the system continues to experience some minor problems in implementation.

Commissioner Brooks moved to adopt Resolution No. 2677 and Commissioner San Jule seconded the motion. Resolution No. 2677 was UNANIMOUSLY ADOPTED.

Touche Ross & Co.

July 1, 1985

Mr. Wilbur Hamilton
Director
San Francisco Housing Authority
San Francisco, California

Dear Mr. Hamilton:

We are pleased to present this proposal to provide follow-on assistance to the San Francisco Housing Authority in updating financial information systems. This proposal documents the agreements reached during our discussions on how we plan to provide assistance.

In order to provide the assistance we discussed, Vanessa Cohen will be working two weeks full time. Following this period, Melanie Hoffner will be working for an additional two weeks for two days per week.

In providing assistance, we will be providing the following services:

- Management and review of the tasks necessary to issue current financial statements.
- Assistance in implementing the new NGS release and closing periods to the current date.
- Assistance in developing specifications for an automated payroll interface tape.
- Assistance in developing customized general ledger reports using the report writer facility.

The cost of providing these services will be a fixed fee of $12,000 which we will bill at the completion of our work.

We look forward to providing on-going assistance to the Authority in its progress towards improved financial health. Should you have any questions about this proposal, please feel free to call Gary Brayton or Philip Strause at (415) 781-9570.

Yours very truly,

Touche Ross & Co.

3096D

ALCOA BUILDING - SUITE 1900 - ONE MARITIME PLAZA - SAN FRANCISCO, CALIFORNIA 94111 - (415) 781-9570 - TELEX 034374

(b) RESOLUTION NO. 2678

RESOLUTION AUTHORIZING THE PAYMENT OF EXPENSES FOR TRAVEL, FOOD AND LODGING FOR THREE (3) PROSPECTIVE OUT-OF-STATE CANDIDATES TO INTERVIEW FOR THE EXECUTIVE DIRECTOR POSITION

* *

WHEREAS, the position of Executive Director of the San Francisco Housing Authority is vacant and the Authority has invited all qualified persons to make application for this position; and

WHEREAS, after preliminary staff screening, the Personnel Committee has narrowed the candidacy for this position to the four (4) best qualified individuals; and

WHEREAS, three (3) of these candidates are from out of state; and

WHEREAS, the most suitable and economical means of travel, food and lodging has been determined and shall not exceed Three Thousand Dollars ($3,000);

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Acting Executive Director of this Authority is authorized to spend an amount not to exceed Three Thousand Dollars ($3,000) for all related expenses.

2. That all travel expenditures and reimbursements be in conformance with the rules and regulations of the travel policy of the Authority.

APPROVED AS TO FORM:

_____

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Three of the candidates for the Executive Director's position are from out of town. This resolution authorizes the expenditure for travel, food and lodging for these candidates.

Commissioner Chuck moved to adopt Resolution No. 2678 and Commissioner McNamara seconded the motion. Resolution No. 2678 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2679

RESOLUTION AUTHORIZING EXPENDITURE OF AN AMOUNT NOT TO EXCEED $13,845 FOR A PLACEMENT FEE FOR THE RECRUITMENT OF A FINANCIAL SYSTEMS ANALYST.

* *

WHEREAS, the San Francisco Housing Authority seeks to recruit a Financial Systems Analyst for the Data Processing Department; and

WHEREAS, advertising in local newspapers did not result in applications from any qualified applicants; and

WHEREAS, there is a shortage of analysts experienced in the programming and operation of the Authority's System 38 computer; and

WHEREAS, strong financial analysts with data processing backgrounds are not readily available;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

1) That the Interim Executive Director is authorized to expend an amount not to exceed $13,845 for payment of a recruitment fee for a qualified and acceptable Financial Systems Analyst.

APPROVED AS TO FORM:

_____
GERALDINE CHAVIS, General Counsel

DATE: _____

This resolution authorizes the payment of a recruitment fee for a financial systems analyst in an amount not to exceed $13,845. Mrs. Hale answered questions raised by President Fussell regarding the fee and recruitment efforts to date.

Commissioner Chuck moved to adopt Resolution No. 2679 and Commissioner San Jule seconded the motion. Resolution No. 2679 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. _____

RESOLUTION AUTHORIZING A CHANGE ORDER TO A CONTRACT WITH RUDY BACANI IN THE AMOUNT OF $16,640 TO CONTINUE TO PERFORM PROFESSIONAL ACCOUNTING SERVICES

* *

WHEREAS, Rudy Bacani, a former employee of the San Francisco Housing Authority, has been assisting the Finance Department in the implementation of the General Ledger, the completion of required financial statements and the preparation of audit schedules for the last nine months; and

WHEREAS, there is a continuing need for his services for a period of three more months; and

WHEREAS, the original amount of his contract has been expended;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1) A change order in the amount of $16,640 is approved.

2) The Interim Executive Director is authorized to execute said change order.

APPROVED AS TO FORM:

_____
GERALDINE CHAVIS, General Counsel

DATE: _____

This resolution authorizes a change order to a contract with Rudy Bacani to continue to perform professional accounting services. Several commissioners requested more background information on this contract.

Commissioner McNamara moved to table this resolution until the next Commission meeting and that the Finance Committee review it thoroughly at the July 19 Committee meeting. Commissioner San Jule seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. _____

RESOLUTION AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $23,000 TO A CONTRACT WITH GIRARD CHATMAN FOR PROGRAMMING SERVICES

* *

WHEREAS, Girard Chatman, a professional programmer, has been assisting the Data Processing Department in the implementation of the work order system for a period of fourteen (14) months; and

WHEREAS, there is a continuing need for his services for a period of six (6) more months; and

WHEREAS, the original amount of his contract has been expended;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1) That a change order in the amount of $23,000 is approved.

2) That the Interim Executive Director is authorized to execute said change order.

APPROVED AS TO FORM:

_____
GERALDINE CHAVIS, General Counsel

DATE: _____

This resolution authorizes a change order to a contract with Girard Chatman for programming services. Like the previous resolution, it was felt that more background information was needed before the Commission could vote on this.

Commissioner McNamara moved to table this resolution until the next Commission meeting and that the Finance Committee review it thoroughly at the July 19 Committee meeting. Commissioner Chuck seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(f) RESOLUTION NO. 2680

RESOLUTION APPROVING AN AGREEMENT WITH THE CITY AND COUNTY OF SAN FRANCISCO FOR THE PROVISION OF ENERGY CONSERVATION WORK FOR AUTHORITY HOUSING PROJECTS

* * * * * * * * * * * * * * * * * * * *

WHEREAS, the cost of energy for the San Francisco Housing Authority presently composes a major portion of the Authority's operating expenses; and

WHEREAS, the Authority is committed to make all projects as energy efficient as possible; and

WHEREAS, the California Energy Commission has agreed to provide $274,000 to the City and County of San Francisco for the purpose of reducing energy consumption within buildings owned and managed by the Authority; and

WHEREAS, an agreement must be executed between the Authority and the City and County of San Francisco so that these funds can be made available to the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Executive Director is authorized to execute an Agreement for the Provision of Energy Conservation Work for Buildings Owned and Managed by the San Francisco Housing Authority (with the City and County of San Francisco) in substantially the form attached hereto.

II. That this Resolution becomes effective immediately.

/Attachment

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

Date: _____

Mr. Deasy stated that the Authority through the Planning Department of the City and County of San Francisco had applied to the California Energy Commission for a grant to carry out certain energy conservation measures. This resolution authorizes the Authority to enter into an agreement with the City and County of San Francisco to carry out activities under this energy conservation program. The items will include some assistance in the purchase of utilities from three solar systems which have been installed in family housing projects throughout the city. Also, there are provisions for an energy audit of the boiler systems and seed money for developing some financing mechanism for implementing the energy savings measures on the boiler systems. Authority contribution in this program has been staff time and planning. Ron Atkielski is the principle staff person.

Commissioner McNamara moved to adopt Resolution No. 2680 and Commissioner San Jule seconded the motion. Resolution No. 2680 was UNANIMOUSLY ADOPTED.

CITY AND COUNTY OF SAN FRANCISCO
PURCHASING DEPARTMENT
270 CITY HALL
SAN FRANCISCO, CALIFORNIA 94102

AGREEMENT FOR THE PROVISION OF ENERGY CONSERVATION WORK FOR BUILDINGS OWNED AND MANAGED BY THE SAN FRANCISCO HOUSING AUTHORITY

****

This agreement made this first day of February 1985, in the City and County of San Francisco, State of California, by and between the San Francisco Housing Authority, 440 Turk Street, San Francisco, CA 94102, hereinafter referred to as "Contractor" and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City" acting by and through its Director of Purchasing and Services, hereinafter referred to as "Purchaser."

W I T N E S S E T H

WHEREAS: the Contractor manages residential buildings for low income and elderly residents; and

WHEREAS: the operations and maintenance costs of the Contractor's buildings have increased substantially over the last years due to the increasing cost of energy; and

WHEREAS: the City and the Contractor have embarked on a program to identify areas where energy costs can be reduced by applying cost effective energy conservation measures; and

WHEREAS, The California Energy Commission (hereinafter referred to as "CEC"), through Grant Agreement Number 92983010 (incorporated herein by reference as though fully set forth), has agreed to reimburse funds expended by the City and the Contractor for the purpose of reducing energy consumption within buildings owned and managed by the Contractor; and

WHEREAS: the Contractor has offered to provide specialized financial and administrative services for the development of third party financing for energy conserving projects subject to the terms, covenants and conditions for the purpose set forth in this Agreement;

Now, THEREFORE, for and in consideration of the promises hereinafter contained the parties agree as follows:

1. DEFINITIONS

Where any word or phrase defined below, or a pronoun used in place thereof, is used in any part of this agreement and Specifications, it shall have the meaning herein set forth.

BUREAU	The Bureau of Energy Conservation in the Public Utilities Commission of the City and County of San Francisco.
CHIEF ADMINISTRATIVE OFFICER	The Chief Administrative Officer of the City and County of San Francisco.
CITY	City and County of San Francisco, a municipal corporation.
CONTRACTOR	San Francisco Housing Authority 440 Turk Street San Francisco, CA 94102
CONTROLLER	Controller of the City and County of San Francisco.
DIRECTOR	The Budget Director of the Mayor's Office, or designated agent.
ORDER	Term Purchase Agreement, Contract Order, Purchase Order, or Direct Payment Voucher of the City and County of San Francisco properly executed by the Purchaser and Chief Administrative Officer and certified by the Controller.
PURCHASER	Director of Purchasing and Services of the City and County of San Francisco, or designated agent.
WORK	The work to be done in developing and executing third party financing arrangements for energy conservation for buildings managed by the Contractor; unless some other meaning is indicated by the context.

Wherever the words "as directed", "as required", "as permitted", or words of like effect are used, it shall be understood that the direction, requirement, or permission of the Budget Director of the Mayor's Office is intended. The words "sufficient", "necessary", or "proper", and the like, mean sufficient, necessary or proper in the judgment of the Budget Director of the Mayor's Office. The words "approval", "acceptable", "satisfactory", or words of like import shall mean approved by, or acceptable to, or satisfactory to the Budget Director of the Mayor's Office unless otherwise indicated by the context.

2. CERTIFICATION OF FUNDS AND BUDGET AND FISCAL PROVISION AND TERMINATION IN THE EVENT OF NON-APPROPRIATION

a. This Agreement is subject to the budget and fiscal provisions of the Charter of the City and County of San Francisco.

b. Charges will accrue only after prior written authorization certified by the Controller of the City and County of San Francisco. Any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

c. This Agreement will terminate without penalty at the end of any fiscal year in the event funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, at the end of the term for which funds are appropriated.

d. This section controls against any and all other provisions of this agreement.

3. TERM OF AGREEMENT

The term of this agreement shall begin on the date the Controller certifies funds for this agreement, and the Contractor has been notified in writing and shall end on June 30, 1986.

4. SERVICES CONTRACTOR AGREES TO PERFORM:

The Contractor shall provide the services described in Exhibit B, attached hereto and incorporated by reference as though fully set forth herein, under the direction of the Director and with assistance from the Director.

5. PAYMENT

Payment will be due for all allowable charges furnished by the Contractor related to approved work performed by Contractor in accordance to Services Contractor Agrees to Perform described in Section 4, and Compensation for Contractor's Services as described in Exhibit C, attached hereto and incorporated by reference as though fully set forth herein.

The Contractor shall invoice the City quarterly for all services rendered and reimbursable expenses. Invoices will be submitted by Contractor on or before the tenth working day of each month following the end of the quarter for expenses incurred during the prior quarter.

The City may withhold up to ten (10) percent of the entire contract amount until completion of all requirements as specified and accepted by the City. Within fifteen (15) working days of the delivery of each payment invoice, the Director will approve or request adjustments to the amount of the invoice. When approval is withheld because of the need for specific changes, approval will be granted when these changes have been made and approved by the Director. Approval or rejection of changes will occur within fifteen (15) working days of the delivery of such changes, and approval will not be unreasonably withheld.

The City shall make a good faith effort to provide payment within 30 calendar days after receipt of invoice.

Total payment is not to exceed two hundred seventy four thousand dollars ($274,00) for the duration of this Agreement, unless this Agreement is modified or extended by mutual agreement, in which case the payment shall be set forth in the written modification or extension of this agreement.

In no event shall the amount of work requested under the original terms of this contract exceed two hundred seventy four thousand dollars ($274,000).

6. METHOD OF PAYMENT

Documentation furnished by the Contractor under this provision must be in a form acceptable to the Purchaser and Controller. All amounts paid shall be subject to audit by the City.

a. Payments: The Contractor shall receive an advance payment not to exceed fourteen thousand dollars ($14,000) to be applied towards Tasks II described in Exhibit B, attached hereto and incorporated by reference as though fully set forth herein. These funds shall be deemed as payable to contractor upon execution of this Agreement and certification by the Controller of the City and County of San Francisco. All other charges incurred under this Agreement shall be due and payable only after services have been rendered, subject to the approval of the Director, and in no case in advance of such service.

b. Payment shall be made by the City to San Francisco Housing Authority, 440 Turk Street, San Francisco CA 94102.

7. UNAVOIDABLE DELAYS

Any delays by Contractor or City in its performance under this Agreement shall be excused to the extent caused by occurrences beyond Contractor's or City's control, including but not limited to acts, omissions, decrees or restraints of federal, state or local governments, acts of God, strikes or other labor disturbances, war or shortages of labor, materials, equipment, or supplies. Prompt written notice of an unavoidable delay shall be given. In the event of any delay under this clause, the City at its sole discretion may extend the term of this Agreement in an amount equal to the period of said unavoidable delay.

8. TERMINATION

This Agreement may be terminated by City at will at any time during the performance of the work upon ten (10) days written notice to Contractor, in which case no new work will be undertaken after the date of receipt of the notice. This Agreement may also be terminated by Contractor upon thirty (30) days written notice to the City should the City fail substantially to perform in accordance with its terms.

In the event of written notice of termination, Contractor shall be paid for its services performed under this Agreement up to the date of termination.

Upon receipt of written notice from City that this Agreement is terminated, Contractor will submit an invoice to City for an amount which represents the value of services actually performed to the date of termination for which Contractor has not previously been compensated. Upon approval of this invoice by City, Contractor shall be paid the sum found due, and City shall be under no further obligation to Contractor monetarily or otherwise.

9. QUALIFIED PERSONNEL

Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employ of the Contractor.

10. INDEPENDENT CONTRACTOR

Contractor shall be liable for any act or acts of its own, of its agents or employees, and nothing contained herein shall be construed as creating the relationship of employer and employee between the City and the Contractor or its agents or employees. Contractor shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the service required of it by the terms of this agreement. Contractor agrees to assume exclusively the responsibility of the acts of its employees and/or agents as they relate to the service to be provided during the course and scope of their employment. Neither the Contractor nor any of its employees shall by virtue of this contract be an employee of the City for any purpose whatsoever, nor shall they be entitled to any rights, privileges or benefits of City employees.

11. INSURANCE

Contractor agrees to maintain such insurance from a licensed insurance company as will fully protect both the Contractor and the City from any and all claims made by anyone whomsoever which may arise from the operations carried on under this agreement. Contractor agrees to the insurance provisions and requirements as stated in Exhibit A, attached hereto and incorporated by reference as though fully set forth herein.

12. INCIDENTAL AND CONSEQUENTIAL DAMAGES

The Contractor shall be responsible for consequential damages for personal injury including death or tangible property damage due to the Contractor's negligence or intentional acts, but the Contractor shall not be responsible for any other consequential damages. This Agreement shall not limit any cause of action arising between the parties which is based upon wrongful acts which are independent of this Agreement.

13. MODIFICATION

City may from time to time request changes in the scope of the services of the contract to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation, which are mutually agreed upon by and between the City and Contractor, shall be effective upon incorporation by written amendment to this agreement, but

any increase in charges will accrue only after prior written authorization certified by the Controller of the City and County of San Francisco. No alteration, amendment or modification of the terms of this agreement shall be valid unless executed by written amendment hereto and executed by the Director and Contractor.

14. SUBCONTRACTING

Contractor is prohibited from subcontracting unless such subcontracting is specified in Section 4, or is agreed to in writing and executed by the Director, and the Contractor. No party on the basis of this contract shall in any way contract on behalf of or in the name of the other party of this contract, and violation of this provision shall confer no rights and shall be void.

15. ADMINISTRATIVE REMEDY FOR CONTRACT INTERPRETATION

Should any question arise as to the meaning and intent of the contract, the parties to this Agreement shall in good faith try to resolve all differences, prior to any other action.

16. CONFIDENTIALITY OF INFORMATION

Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by the City and that such information may contain proprietary details, the disclosure of which to third parties will be damaging to the City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as is used to protect its own proprietary data.

17. FAILURE TO PERFORM

If, through any cause, Contractor shall fail to fulfill in timely and proper manner its obligations under this contract, or if Contractor shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to Contractor of such termination and specifying the effective date of such termination. Without prejudice to the foregoing, Contractor agrees that if, prior to the termination or expiration of this contract, upon any final or interim audit by the City that the Contractor shall have failed in any way to comply with any requirements of this contract, then Contractor shall forthwith bring itself into compliance and shall pay to the City forthwith whatever sums are so disclosed to be due to the City (or shall at the City's election, permit the City to deduct such sums from whatever amounts remain undisbursed by the City to the Contractor pursuant to this contract); if this contract shall have terminated or expired, and it shall be disclosed upon such audit, or otherwise, that such failure shall have occurred, the Contractor shall pay to the City forthwith whatever sums are so disclosed to, or determined by, the City to be due to the City, or shall, at the City's election, permit the City to deduct such sums from whatever amounts remain undistributed by the City to Contractor pursuant to this or any other contract between the City and Contractor. The foregoing in no way limits the damages which are recoverable by the City whether or not defined elsewhere in the contract.

18. LAWS AND REGULATIONS

Articles and services covered by this contract must comply with applicable Federal, State, and Local Laws, ordinances, and other law requirements which are in effect at the day and year first herein above written. If any term or provision of this agreement shall be found to be illegal or unenforceable then, notwithstanding, this Agreement shall remain in full force and effect and the term or provision shall be deemed stricken.

19. CONTRACT MADE IN CALIFORNIA

This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California.

20. INDEMNIFICATION

a. The Contractor agrees to save, keep, hold harmless and fully indemnify and defend the City, its officers, or agents and employees, from any and all claims and liabilities for damages to all persons, corporations, and partnerships including but not limited to employees of Contractor and employees of City and heirs of employees of City arising out of and in the course of the performance of this Agreement.

b. The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend the City, its officers, or agents and employees, from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by the City and County, or any of its officers or agents, of articles or services to be supplied in the performance of this agreement.

21. NOTICE TO PARTIES

All notices to be given by the parties hereto shall be in writing served by depositing same in the United States Post Office, postage prepaid and registered. Notices to the City shall be in duplicate and addressed as follows: Budget Director, Office of the Mayor, 205 City Hall, San Francisco, California 94102, and the Director of Purchasing, Room 270, City Hall, San Francisco, California 94102. Notices to the Contractor shall be addressed to San Francisco Housing Authority, 440 Turk Street, San Francisco, CA 94102

22. SECTION HEADINGS

The section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this contract.

23. WAIVER

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

24. ASSIGNMENT

It is understood and agreed that the services to be performed by the Contractor are personal in character and neither this agreement nor any duties or obligations hereunder shall be assigned or delegated by the Contractor without the prior written consent of the City. In the event of an assignment by the Contractor to which the City has consented, the Assignee or the Assignee's legal representative shall agree in writing with the City to personally assume, perform and be bound by the covenants and obligations contained herein.

25. EQUAL OPPORTUNITY AND BUSINESS PRACTICES

Provisions of Chapters 12B and 12D, as amended, of the San Francisco Administrative Code are incorporated herein by reference as though fully set forth. The Contractor agrees to comply fully with all provisions herein. Violation of these provisions shall be deemed a material breach of this agreement. In particular, the Contractor agrees to comply with the provisions of Chapter 12D in the awarding and administration of this agreement, as required by Section 12D.8, sudb. (D).

26. CONTRACTOR EMPLOYEES AND EQUIPMENT

Contractor agrees that it has secured or will secure at its own expense all persons, employees and equipment required to perform the services required under this agreement and that all such services will be performed by the Contractor or under Contractor's supervision, by persons authorized by law to perform such services.

27. BANKRUPTCY

In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this Agreement may be terminated upon written notice and may be of no further force and effect, and any property or rights of such other party, tangible or intangible, shall forthwith be returned to it.

28. CONFLICT OF INTEREST

a. Contractor states that it is familiar with provisions of Section 8.105 of the Charter of the City and County of San Francisco, and Section 87100 et Seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said sections.

b. No officer, member of employee of the City and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in this agreement or the proceeds thereof. No contractor, nor member of the contractor's family shall serve on a City board, committee, or hold any such position which either by rule, practice or action nominates, recommends, supervises contractor's operations or authorizes funding to contractor.

29. OWNERSHIP OF RESULTS

Any interest of the contractor, or its subcontractors, in drawings, plans specifications, studies, reports, memoranda, computation sheets or other documents prepared by the contractor or its subcontractors in connection with the professional services to be performed under this Agreement shall become the property of and will be transmitted to the City. However, the contractor may retain and use copies for reference and as documentation of its experience and capabilities.

30. PAYMENT DOES NOT IMPLY ACCEPTANCE OF WORK

The granting of any payment or payments by the City, or the receipt thereof by the Contractor, shall in no way lessen the liability of the Contractor to replace or correct unsatisfactory work or material. Materials, components, or workmanship which do not conform to the specifications will be rejected as unsatisfactory and shall be replaced by the Contractor without delay.

31. ENTIRE AGREEMENT

All the agreement between the parties is included herein and no warranties expressed or implied, representations, promises, or statements have been made by either parties unless endorsed hereon in writing and no change or waiver of any provision hereof shall be valid unless made in writing and executed in the same manner as this contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract in sextuplicate the day and year first hereinabove written.

CITY
Recommended by:
OFFICE OF THE MAYOR

DEPARTMENT

DIRECTOR, BUDGET

TITLE

RAYMOND R. SULLIVAN

NAME

SIGNATURE

APPROVED AS TO FORM
GEORGE AGNOST

BY
DEPUTY ATTORNEY

ROBERT TECCO
DIRECTOR OF PURCHASING

APPROVED

ROGER BOAS,
CHIEF ADMINISTRATIVE OFFICER

CONTRACTOR

San Francisco Housing Authority

440 Turk Street

San Francisco, CA 94102

BY SIGNATURE

NAME - TITLE

AREA CODE TELEPHONE NUMBER

FEDERAL EMPLOYER NUMBER

EXHIBIT A

INSURANCE COVERAGE

The Contractor will provide insurance coverage, from a licensed insurance company, as is required by the Risk Manager of the City and County of San Francisco as follows:

A. Contractor will maintain in force, during the full term of the contract, insurance as follows:

1. Workers' Compensation, with Employers' Liability limits not less than $1,000,000 each accident.

2. Comprehensive General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Broadform Property Damage, products and Completed Operations Coverages.

3. Comprehensive Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage, including owned, non-owned and hired auto coverages, an applicable.

B. Comprehensive General Liability and Comprehensive Automobile Liability Insurance policies shall be endorsed to provide the following:

1. Name as ADDITIONAL INSUREDS the City and County of San Francisco, its officer, Agents, Employees and Members of Commissions.

2. That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Contract, and that insurance applied separately to each insured against whom is made or suit is brought.

C. ALL POLICIES SHALL BE ENDORSED TO PROVIDE:

Thirty (30) days advance written notice to City of cancellations, nonrenewal or reduction in coverage, mailed to the following address:

Mayor's Office
Budget Director
City Hall, Room 205
San Francisco, California 94102

and

Director of Purchasing
Room 270, City Hall
San Francisco, CA
93102

D. Certificates of insurance, satisfactory to City, evidencing all coverages above shall be furnished to the City prior to certification of contract and before commencing any operations under this contract, with complete copies of policies upon City request.

E. Approval of the insurance by the City shall not relieve or decrease the liability of the Contractor hereunder.

EXHIBIT B

SCOPE OF WORK

The Contractor shall:

TASK I. Subcontract with the California Energy Investment Corporation for the financing, installation and operation of solar domestic water heating systems to provide energy for three projects managed by the Contractor. Total compensation for this task shall not exceed ninety six thousand seven hundred seventy seven dollars ($96,777), to be disbursed according to the provisions and schedule established in Exhibit C, attached hereto and incorporated by reference as though fully set forth herein.

TASK II. Subcontract with Kuhn and Kuhn Industrial Energy Consultants for the provision of technical services relating to the energy auditing of boilers within buildings managed by the Contractor. Total compensation for this task shall not exceed fourteen thousand dollars ($14,000).

TASK III. Subcontract with one or more qualified boiler repair firms for the financing and installation of energy conservation equipment for boilers within at least six buildings managed by the Contractor. Total compensation for this task shall not exceed sixty eight thousand two hundred twenty three dollars ($68,223), to be disbursed according to the provisions and schedule established in Exhibit C, attached hereto and incorporated by reference as though fully set forth herein.

TASK IV. Subcontract with Lawrence Berkeley Laboratory for the provision of technical services relating to the monitoring of the energy consumption by no less than six (6) buildings managed by the Contractor. Total compensation for this task shall not exceed thirty five thousand dollars ($35,000).

TASK V. Make payments to preselected tenants, residing within buildings managed by the Contractor which receive boiler improvements as described in Task III, who agree to participate in a program to reduce their consumption of energy. Total compensation for this task shall not exceed sixty thousand dollars ($60,000), to be disbursed according to the provisions and schedule established in Exhibit B, attached hereto and incorporated by reference as though fully set forth herein.

TASK VI. Furnish and install energy metering equipment as is necessary to determine individual building consumption of hot water, and steam where appropriate, within up to six (6) buildings as determined by the Director and Contractor.

EXHIBIT C

COMPENSATION FOR CONTRACTOR'S SERVICES

TASK I. The Contractor shall be partially compensated for its purchase of energy from the California Energy Investment Corporation, a California Corporation, at the Hayes Valley, Valencia Gardens and Holly Courts Public Housing Projects. This compensation shall not exceed ninety six thousand seven hundred seventy seven dollars ($96,777), and shall be equal to twenty percent of the Energy Charge which the Contractor pays to the Subcontractor for heat.

Compensation shall be provided to the Contractor on a quarterly basis through June 30, 1986, at which time the unencumbered funds shall be transferred to the Contractor. Should the contract between the Contractor and Subcontractor terminate prior to June 30, 1986, these funds shall not be transferred.

TASK III. The Contractor shall be partially compensated for its purchase of energy from a private firm undertaking and financing energy efficiency improvements to boilers managed by the Contractor. Compensation shall not exceed sixty eight thousand two hundred twenty three dollars ($68,223), and shall be provided to the Contractor on a quarterly basis through June 30, 1986, according to a formula to be mutually agreed upon by the Director and the Contractor. At the end of the contract period, the unencumbered funds shall be transferred to the Contractor. Should the contract between the Contractor and Subcontractor terminate prior to June 30, 1986, these funds shall not be transferred.

TASK V. The Contractor shall be partially compensated for funds which it provides to tenants who agree to participate in a program to reduce their consumption of energy. These tenants shall be residing within buildings managed by the Contractor which receive boiler improvements as described in Task III. The compensation shall not exceed thirty dollars ($30) per quarter for every residential unit designated by the Director and Contractor, to be disbursed for each of the first four quarters immediately following the completion of the energy conservation measures undertaken to boilers serving the units. Of this, twenty dollars ($20) is to be provided as a base amount, and ten dollars ($10) is to be provided at the discretion of the Contractor based on the actual performance of the tenants in reducing energy consumption.

The total compensation is not to exceed sixty thousand dollars ($60,000), and shall be provided to the Contractor on a quarterly basis through June 30, 1986. At the end of the contract period, the unencumbered funds shall be transferred to the Contractor.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of July 11, 1985 was adjourned at 10:47 a.m.

JAMES G. FUSSELL, JR., President

Bernard T. Deasy

BERNARD T. DEASY
Deputy Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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Special

NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a Special Meeting on Tuesday, July 23, 1985 at 9:00 a.m., in the Commission Room at 1815 Egbert Street.

The item for discussion will be:

1. Personnel Matters

Immediately following the Special Meeting, the Commission will meet in an Executive Session for the purpose of discussing personnel matters and to consider such other business as may be necessary and proper in connection therewith.

Wilbur W. Hamilton
Acting Secretary/Executive Director

Dated at San Francisco, California this 18th day of July, 1985.

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7/23/85
Special

A G E N D A
* * * * * *

Special Meeting
San Francisco Housing Authority
9:00 a.m., July 23, 1985

1815 Egbert Avenue
San Francisco, Calif.

ROLL CALL:

James G. Fussell, President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

APPROVAL OF AGENDA:

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VISITORS:

NEW BUSINESS:

(a) Personnel Matters

ADJOURNMENT:

Wilbur W. Hamilton
Acting Secretary, Executive Director

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Special Meeting Held:
Tuesday, July 23, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 1815 Egbert Avenue, San Francisco, California on Tuesday, July 23, 1985 at 9:00 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:35 a.m.

The following members were:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
James McNamara, Commissioner

ABSENT: Preston Cook, Commissioner
Elouise Westbrook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Jane P. Hale, Acting Deputy Executive Director for Finance & Administration
Vickie Arnold, Director of Personnel

2. VISITORS:

James Franklin, PHTA
Helen Mason, PHTA

The visitors in the audience did not fill out cards.

3. APPROVAL OF AGENDA:

President Fussell stated that this was a special meeting dealing with personnel matters.

4. NEW BUSINESS:

The business before the Commission, which required a closed session, was to interview four prospective candidates for the position of Executive Director. Mr. James Franklin and Mrs. Helen Mason, representing PHTA, remained for the closed session.

5. ADJOURNMENT:

The Special Commission meeting of July 23, 1985 adjourned and went into Executive Session.

JAMES G. FUSSELL, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

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SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

July 22, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, July 25, 1985 at 1815 Egbert Avenue.

Wilbur W. Hamilton
Interim Secretary/Executive Director

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7/25/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, JULY 25, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

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5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

   (a) PHTA
   (b) Senior Citizen Citywide Council

10. UNFINISHED BUSINESS:

   (a) Resolution - Authorizing a Change Order to a Contract with Rudy Bacani in the Amount of $16,640.00 to Continue to Perform Professional Accounting Services

   (b) Resolution - Authorizing a Change Order in the Amount of $23,000.00 to a Contract with Girard Chatman for Programming Services

11. NEW BUSINESS:

   (a) Resolution - Adopting the Operating Budget for the Low Rent Projects under Contract SF-255 Covering the Period October 1, 1985 through September 30, 1986

   (b) Resolution - Authorizing the Interim Executive Director to Execute a Contract between the San Francisco Housing Authority and Kuhn and Kuhn Industrial Energy Consultants, Relating to Energy Audits of Boilers

New Business (cont.)

(c) Resolution - Approving an Agreement Between the Housing Authority of the City and County of San Francisco and Touche Ross & Co.

12. ADJOURNMENT:

WILBUR W. HAMILTON
Acting Secretary/Executive Director

###

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting Held:
Thursday, July 25, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, July 25, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by Vice President Chuck at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: Reverend Harry Chuck, Vice President
Preston Cook, Commissioner
Betty Brooks, Commissioner
James McNamara, Commissioner

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ABSENT: James G. Fussell, Jr., President
Elouise Westbrook, Commissioner
Joan San Jule, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director

2. VISITORS:

Louise Hall, Alice Griffith
Cleola Richardson, Westside Courts & P.H.T.A.
Jimmie Mumphery, Hunters View
Raymond Shiver, 951 Eddy Street
John L. Fleming, 951 Eddy Street

3. APPROVAL OF AGENDA:

Commissioner McNamara moved to approve the agenda of July 25, 1985 and Commissioner Cook seconded the motion. The agenda of July 25, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Brooks moved to approve the minutes of July 11, 1985 and Commissioner Cook seconded the motion. The minutes of July 11, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Personnel Committee - Vice President Chuck reported that the full Commission meeting as the Personnel Committee held a Special Commission Meeting on July 23, 1985 then went into

Executive Session. Prospective candidates for the position of Executive Director were interviewed. Also in attendance at the meeting were two representatives from PHTA, Mrs. Helen Mason and Mr. James Franklin. The following day, President Fussell, Mr. Hamilton and he presented these candidates to the Mayor and the Mayor interviewed them. No selection has been made at this time.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

Thelma Kavanagh, President of the Senior Citizen Citywide Council submitted and read the report of the Council.

10. UNFINISHED BUSINESS:

(a) RESOLUTION NO. 2681

RESOLUTION AUTHORIZING A CHANGE ORDER TO A CONTRACT WITH RUDY BACANI IN THE AMOUNT OF $16,640 TO CONTINUE TO PERFORM PROFESSIONAL ACCOUNTING SERVICES

* *

WHEREAS, Rudy Bacani, a former employee of the San Francisco Housing Authority, has been assisting the Finance Department in the implementation of the General Ledger, the completion of required finarcial statements and the preparation of audit schedules for the last nine months; and

WHEREAS, there is a continuing need for his services for a period of three more months; and

WHEREAS, the original amount of his contract has been expended;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

(1) A change order in the amount of $16,640 is approved.

(2) The Interim Executive Director is authorized to execute said change order.

APPROVED AS TO FORM:

_____

GERALDINE CHAVIS, General Counsel

DATE: _____

Mr. Hamilton stated that this resolution authorizes a change order to the contract with Rudy Bacani for accounting services. His continued services are needed for the implementation of the general ledger, the completion of the financial statement and preparation of certain auditor's schedules.

Commissioner McNamara moved to adopt Resolution No. 2681 and Commissioner Brooks seconded the motion. Resolution No. 2681 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2682

RESOLUTION AUTHORIZING A CHANGE ORDER
IN THE AMOUNT OF $23,000 TO A CONTRACT WITH
GIRARD CHATMAN FOR PROGRAMMING SERVICES
* *

WHEREAS, Girard Chatman, a professional programmer, has been assisting the Data Processing Department in the implementation of the work order system for a period of fourteen (14) months; and

WHEREAS, there is a continuing need for his services for a period of six (6) more months; and

WHEREAS, the original amount of his contract has been expended;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

(1) That a change order in the amount of $23,000 is approved.

(2) That the Interim Executive Director is authorized to execute said change order.

APPROVED AS TO FORM:

_____
GERALDINE CHAVIS, General Counsel

DATE: _____

Mr. Hamilton stated that this resolution authorizes a change order in the contract with Girard Chatman for programming services in the amount of $23,000. He has been assisting the Data Processing Department in the implementation of the work order system. Commissioner McNamara stated that he hoped that in the future these expenses for consulting services would be minimized.

Commissioner McNamara moved to adopt Resolution No. 2682 and Commissioner Brooks seconded the motion. Resolution No. 2682 was UNANIMOUSLY ADOPTED.

11. NEW BUSINESS:

(a)

RESOLUTION NO. ____

RESOLUTION APPROVING OPERATING BUDGET FOR THE PERIOD OCTOBER 1, 1985 TO SEPTEMBER 30, 1986 COVERING LOW RENT PROJECTS UNDER CONTRACT SF-255

* *

WHEREAS, there is attached hereto and marked "Exhibit A", the budget in summary form for Low Rent project operations under Contract SF-255 covering the fiscal operation period of October 1, 1985 through September 30, 1986; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low income families and that the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for federal funding in excess of that payable under the provisions of the current Performance Funding System regulations, and that all proposed rental charges and expenditures will be consistent with provisions of law and Annual Contributions Contract; and

WHEREAS, the San Francisco Housing Authority certifies that it is in compliance with Section 207(a), Part II, of the Annual Contributions Contract, and the rents have been or will be adjusted in accordance with the HUD approved rent schedules;

WHEREAS, pursuant to the rent schedule approved by HUD, the San Francisco Housing Authority certifies that it is in compliance with the provisions of Section 860.407 of Part 860, Sub-part D of the Interim Report published September 26, 1975 in that aggregate annual gross rent of families residing in the dwelling units for the fiscal year beginning October 1, 1985 will not be less than the amount equal to one-fifth (1/5) of the sum of the "Family Income" as defined in 24CFR860.403(f), of all such families, as amended and in compliance with HUD Interim Rule H-82-38.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the budget marked "Exhibit A" attached hereto is hereby approved for submission to HUD Area Office.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution approves the low rent budget for the next fiscal year. This is the first budget produced under the new budget process instituted after consultation with Touche Ross. Staff at every level of responsibility was involved in the process.

Commissioner Brooks moved to adopt the resolution. For the sake of discussion, Commissioner Cook seconded the motion but stated he was not prepared to vote on it. He stated that he did not have adequate time to review the resolution and the budget. In

light of the financial difficulties that the Authority has experienced, he did not have the confidence to vote on this resolution on such short notice. Vice President Chuck and Commissioner McNamara expressed the same concerns.

A roll call vote was called for this motion and the vote was as follows:

Vice President Chuck - Abstain
Commissioner Cook - Abstain
Commissioner Brooks - Aye
Commissioner McNamara - Abstain

Because of the concerns raised by the Commissioners, Mr. Hamilton proposed that the Commission hold a workshop dealing only with the budget. A thorough review of the budget will be presented and the Commission will have the opportunity to raise questions and air their concerns. A Special Commission meeting dealing with the budget was scheduled for Wednesday, July 31, 9:00 a.m.

(b) RESOLUTION NO. 2683

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND KUHN AND KUHN, INDUSTRIAL ENERGY CONSULTANTS, RELATING TO ENERGY AUDITS OF BOILERS

* *

WHEREAS, an energy auditing firm is required to assist Authority staff in evaluating energy improvements to Authority boiler systems; and

WHEREAS, on July 11, 1985, the Commission of the Housing Authority of the City and County of San Francisco approved Resolution 2680, approving an agreement with the City and County of San Francisco, providing funds for energy conservation work for Authority Housing Projects; and

WHEREAS, $14,000 has been provided in the agreement with the City and County of San Francisco to retain an energy auditing firm for this purpose; and

WHEREAS, Authority and City and County of San Francisco staff have reviewed proposals from five firms and recommend Kuhn and Kuhn, Industrial Energy Consultants, as the appropriate firm for this work.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Interim Executive Director be and he is authorized to execute an Agreement with the firm of Kuhn and Kuhn, Industrial Energy Consultants, to provide energy consulting services on Authority boilers for a price not to exceed $14,000.

II. That this Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Mr. Hamilton stated that this resolution authorizes the execution of a contract with Kuhn and Kuhn, Industrial Energy Consultants, to conduct an energy audit and evaluate energy improvements to the boiler systems.

Commissioner McNamara moved to adopt Resolution No. 2683 and Commissioner Cook seconded the motion. Resolution No. 2683 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2684

RESOLUTION APPROVING AN AGREEMENT
WITH TOUCHE ROSS & CO.
* * * * * * * * * * * * * * * * * * *

WHEREAS, it has been determined that additional technical and management assistance is needed to bring the financial systems of the Housing Authority up to date; and

WHEREAS, Touche Ross & Co. has proposed to provide such assistance on an as-needed basis for up to three weeks and for an amount not to exceed $15,000;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

The Interim Executive Director is authorized to execute an agreement with Touche Ross & Co. for the performance of such services and for the payment therefor in an amount not to exceed $15,000.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that there is a continuing need for assistance from the professional staff of Touche Ross in dealing with the general ledger, reports, new procedures and additional training. In response to Commissioner McNamara's request, Mr. Gary Brayton of Touche Ross provided a brief progress report.

Commissioner Cook moved to adopt Resolution No. 2684 and Commissioner Brooks seconded the motion. Resolution No. 2684 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2685

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR TO TRAVEL TO NEW YORK CITY AUGUST 6-8, 1985 FOR THE PURPOSE OF ISSUING TAX-EXEMPT NOTES BY THE CIVIC CENTER HOUSING FINACE CORPORATION FOR THE THE CONSTRUCTION OF THE 440 TURK STREET DEVELOPMENT

* *

WHEREAS, the Civic Center Housing Finance Corporation is scheduled to issue short term tax-exempt notes to finance the construction of 440 Turk Street, on August 6-8, 1985 in New York City; and

WHEREAS, Wilbur W. Hamilton, as president of the Civic Center Housing Finance Corporation, is required to participate in the note issuing process; and

WHEREAS, Bernard T. Deasy, Deputy Executive Director, is the staff person responsible for the 440 Turk Street Development Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That Wilbur W. Hamilton and Bernard T. Deasy are authorized to travel to New York City on August 6-8, 1985 for the purpose of participation in the issuance of tax-exempt notes to finance the construction of the 440 Turk Street Development.

2. In the event that the projected note closing date of August 6-8, 1985 is changed for any valid reason, the dates of the authorized trip may be changed to conform to a revised note closing schedule.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Mr. Hamilton stated that this resolution authorizes travel to New York City to close the notes for the Civic Center Finance Housing Corporation. Travel cost will be financed out of this program.

Commissioner Cook moved to adopt Resolution No. 2685 and Commissioner McNamara seconded the motion. Resolution No. 2685 was UNANIMOUSLY ADOPTED.

(e) REPORT-DISTRIBUTION OF SECTION 8 HOUSING IN SAN FRANCISCO

Mr. Hamilton stated that Mr. Gholson, Director of Leased Housing, has prepared a report showing the distribution of Section 8 housing in San Francisco. He asked Mr. Gholson to come forward and present his report. Mr. Gholson stated that at the request of President Fussell, staff has prepared a map, pinpointing Section 8 housing in the city which numbers approximately 2,500 units. The largest concentration of Section 8 units is in the Western Addition. The pins were color coded to differentiate the units according to bedroom size. The Commission commended Mr. Gholson for the work that went into developing the map and asked that he maintain and keep it current.

Visitors - Mr. Hamilton called on the following visitors who addressed the Commission regarding their concerns: Mrs. Mumphery, Mr. Shiver, Mr. Fleming and Mrs. Richardson.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of July 25, 1985 was adjourned at 11:15 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss a personnel matter.

REV. HARRY CHUCK, Vice President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a Special Meeting on Wednesday, July 31, 1985 at 9:00 a.m., in the Commission Room at 1815 Egbert Avenue.

The item for discussion will be:

1. Budget Matters

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Wilbur W. Hamilton
Interim Secretary/Executive Director

Dated at San Francisco, California this 26th day of July, 1985

A G E N D A
* * * * * *

Special Meeting
San Francisco Housing Authority
9:00 a.m., July 31, 1985

1815 Egbert Street
San Francisco, California

ROLL CALL:

James G. Fussell, President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

APPROVAL OF AGENDA:

VISITORS:

UNFINISHED BUSINESS:

Budget Matters

ADJOURNMENT:

Hamilton

Wilbur W. Hamilton
Interim Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Special Meeting Held:
Wednesday, July 31, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 1815 Egbert Avenue, San Francisco, California on Wednesday, July 31, 1985 at 9:00 a.m.

1. ROLL CALL:

The meeting was called to order by Vice President Chuck at 10:00 a.m.

The following members were:

PRESENT: Reverend Harry Chuck, Vice President
Preston Cook, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: James G. Fussell, Jr., President
Joan San Jule, Commissioner
Betty Brooks, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director

2. VISITORS:

The visitors in the audience did not fill out cards.

3. APPROVAL OF AGENDA:

Vice President Chuck stated that this was a special meeting dealing with one item only: Budget Matters. Under consideration is the resolution regarding the budget which was tabled at the July 25, 1985 Commission meeting.

4. UNFINISHED BUSINESS:

RESOLUTION NO. 2686

RESOLUTION APPROVING OPERATING BUDGET FOR THE
PERIOD OCTOBER 1, 1985 TO SEPTEMBER 30, 1986
COVERING LOW INCOME PROJECTS UNDER CONTRACT SF-255
* *

WHEREAS, there is attached hereto and marked "Exhibit A", the budget in summary form for Low Income project operations under Contract SF-255 covering the fiscal operation period of October 1, 1985 through September 30, 1986; and

WHEREAS, the Commission has reviewed the aforesaid budget and determines that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low income families and that the financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures and that it does not provide for federal funding in excess of that payable under the provisions of the current Performance Funding System

regulations, and that all proposed rental charges and expenditures will be consistent with provisions of law and Annual Contributions Contract; and

WHEREAS, the San Francisco Housing Authority certifies that it is in compliance with Section 207(a), Part II, of the Annual Contributions Contract, and the rents have been or will be adjusted in accordance with the HUD approved rent schedules;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the budget marked "Exhibit A" attached hereto is hereby approved for submission to HUD Area Office.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

A packet was distributed to the Commissioners earlier which provided a very detailed analysis of the budget. Mr. Hamilton reviewed the major points outlined in the packet and he called on Mr. Deasy to provide further analysis. Mrs. Jane Hale, Mr. Bernard Deasy, Mr. Dennis Guest and Mr. Herb Lum of staff were available to answer questions and concerns raised by the Commission.

Commissioner Cook moved to adopt Resolution No. 2686 and Commissioner Westbrook seconded the motion. Resolution No. 2686 was UNANIMOUSLY ADOPTED.

Other - Commissioner Cook stated that he would like to see staff draft a debt payback plan. The mayor had requested it earlier this year. Mr. Hamilton stated that staff is working on a debt payback plan. Mrs. Hale stated further that there is a September 30 deadline for submission to HUD, so it will be presented to the Commission before that.

5. ADJOURNMENT:

There being no further business to come before the Commission, the special meeting of July 31, 1985 was adjourned at 12:00 p.m.

_____
REVEREND HARRY CHUCK, Vice President

_____
WILBUR W. HAMILTON
Interim Executive Director/Secretary

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LOW-RENT HOUSING PROGRAM

OPERATING BUDGET

For Fiscal Year Ending September 30, 19 86

[X] ORIGINAL [ ] REVISION NO.

TYPE OF HUD-ASSISTED PROJECT (s):
- LHA-Owned Rental Housing. . . . . [X]
- LHA-Leased Housing-Section 23 or 10(c) . . . . . [ ]
- LHA-Owned-Homeownership . . . . . [ ]
- LHA-Leased-Homeownership. . . . . [ ]
- LHA-Conveyed Project-Administration Contract. [ ]

NAME OF LOCAL AUTHORITY:
HOUSING AUTHORITY OF THE
CITY AND COUNTY OF SAN FRANCISCO

CONTRACT NO.(S):
SF - 255

PROJECT NO.(S):
CAL - 1-1 TO CAL 1-39

LOCALITY:
1815 Egbert Street
San Francisco, CA. 94124

NO. OF D.U.: 6794

NO. OF UNIT MONTHS OF AVAILABILITY: 81,528

HUD AREA OFFICE:
450 Golden Gate Avenue
San Francisco, CA 94102

HUD REGIONAL OFFICE:
Same

LINE NO.		(1)	ACTUALS LAST FISCAL YEAR 19 84 PUM (2)	ESTIMATES ~~OR ACTUALS~~ CURRENT BUDGET YEAR 19 85 PUM (3)	REQUESTED BUDGET ESTIMATES: LHA ESTIMATES PUM (4)	LHA ESTIMATES AMOUNT (To Nearest $10) (5)	HUD MODIFICATIONS PUM (6)	HUD MODIFICATIONS AMOUNT (To Nearest $10) (7)
1		Homebuyers Monthly Payments For:						
2		Operating Expenses						
3		Earned Home Payments Account						
4		Nonroutine Maintenance Reserve						
5		Total Break-Even Amount (Sum of Lines 001, 002, & 003)						
6		Excess (or Deficit) in Break-Even Amount						
7		Homebuyers Monthly Payments (Contra)						
8	OPERATING RECEIPTS	OPERATING RECEIPTS:						
9		Dwelling Rentals	122.81	133.31	148.45	12,102,830		
10		Excess Utilities		0.00	0.00	0		
11		Nondwelling Rentals	.29	0.24	0.25	20,100		
12		Total Rental Income	123.10	133.55	148.70	12,122,930		
13		Interest on General Fund Investments	4.66	1.38	0.92	75,000		
14		Other Operating Receipts	2.58	1.31	1.32	108,000		
15		TOTAL OPERATING RECEIPTS EXCLUDING HUD CONTRIB.	130.34	136.24	150.94	12,305,930		
16	OPERATING EXPENDITURES ROUTINE	OPERATING EXPENDITURES:						
17		ADMINISTRATION:						
18		Salaries	47.51	44.42	47.43	3,867,480		
19		Administration Expenses Other Than Salaries	8.46	10.65	8.89	724,870		
20		Total Administration Expenses	55.97	55.07	56.33	4,592,350		
21		TENANT SERVICES:						
22		Salaries	3.87	4.06	4.18	341,120		
23		Recreation, Publications and Other Services	.26	0.51	0.68	55,610		
24		Contract Costs - Training and Other	.39	0.38	0.50	40,510		
25		Total Tenant Services Expenses	4.52	4.95	5.36	437,240		
26		UTILITIES:						
27		Labor	0.00	0.00	0.00	0		
28		Utilities	78.49	79.56	101.83	8,301,960		
29		Total Utilities Expenses	78.49	79.56	101.83	8,301,960		
30		ORDINARY MAINTENANCE AND OPERATION:						
31		Labor	51.03	42.73	42.80	3,489,400		
32		Materials	13.78	10.17	10.93	891,200		
33		Contract Costs	42.95	37.59	37.25	3,037,220		
34		Total Ordinary Maintenance and Operation Expenses	107.76	90.49	90.98	7,417,820		
35		PROTECTIVE SERVICES:						
36		Labor	1.28	0.91	0.63	50,770		
37		Materials	.00	.01	0.00	0		
38		Contract Costs	.91	.51	0.18	15,000		
39		Total Protective Services Expenses	2.19	1.43	0.81	65,770		
40		GENERAL EXPENSES.						
41		Insurance	6.77	10.07	11.35	925,000		
42		Payments in Lieu of Taxes	4.40	0.00	0.00	0		
43		Terminal Leave Payments	.59	.45	0.21	17,500		
44		Employee Benefit Contributions	34.51	32.95	32.13	2,619,150		
45		Collection Losses	2.95	3.03	2.93	239,000		
46		Other General Expenses	0.86	0.59	0.92	74,600		
47		Total General Expenses	50.08	47.09	47.53	3,875,250		
48		TOTAL ROUTINE EXPENSES	299.01	278.59	302.85	24,690,390		
49		RENTS TO OWNERS OF LEASED DWELLINGS			0.00	0		
50		TOTAL OPERATING EXPENSES	299.01	278.59	302.84	24,690,390		
51	NONROUTINE	NONROUTINE EXPENDITURES:						
52		Extraordinary Maintenance	8.05	2.97	3.99	325,000		
53		Replacement of Equipment	0.54	0.05	0.23	18,850		
54		Betterments and Additions	0.80	1.12	1.28	103,960		
55		Other Nonroutine Expenditures	7.89	2.00	3.68	300,000		
56		TOTAL NONROUTINE EXPENDITURES	17.28	6.14	9.18	747,810		

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LOW-RENT HOUSING PROGRAM

OPERATING BUDGET

For Fiscal Year Ending September 30, 1986

[X] ORIGINAL [ ] REVISION NO.

NAME OF LOCAL AUTHORITY:
HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

LOCALITY:
1815 Egbert Avenue
San Francisco, California 94124

CONTRACT NO.(S):
SF-255

PROJECT NO.(S):
CAL 1-1 to CAL 1-39

TYPE OF HUD-ASSISTED PROJECT(S):
[X] LHA-Owned-Rental Housing
[ ] LHA-Leased-Homeownership
[ ] LHA-Leased-Section 23 or 10(c)
[ ] LHA-Conveyed Project Administration Contract
[ ] LHA-Owned-Homeownership

LINE NO.	(1)	ACTUALS LAST FISCAL YEAR 19 84 PUM (2)	ESTIMATES ~~OR ACTUALS~~ CURRENT BUDGET YEAR 19 85 PUM (3)	REQUESTED BUDGET ESTIMATES: LHA ESTIMATES PUM (4)	LHA ESTIMATES AMOUNT (To Nearest $10) (5)	HUD MODIFICATIONS PUM (6)	HUD MODIFICATIONS AMOUNT (To Nearest $10) (7)
	OTHER EXPENDITURES:						
10	Prior Year Adjustments	.00	.00	0.00	0		
20	Other Deductions	.00	.00	0.00	0		
30	Total Other Expenditures	3.08	.00	0.00	0		
90	TOTAL OPERATING EXPENDITURES	319.37	284.72	312.02	25,438,200		
00	RESIDUAL RECEIPTS (OR DEFICIT) BEFORE HUD CONTRIBUTIONS AND PROVISION FOR OPERATING RESERVE:	(189.03)	(148.48)	(161.08)	(13,132,270)		
10	Basic Annual Contribution (Leased Project)			0.00	0		
20	RESIDUAL RECEIPTS (OR DEFICIT) BEFORE OTHER HUD CONTRIBUTIONS AND PROVISION FOR OPERATING RESERVE:	(189.03)	148.48	(161.08)	(13,132,270)		
	OTHER HUD CONTRIBUTIONS	139.29	149.31	161.99	13,206,605		
0	Operating Subsidy		(.95)				
0	Special Family Subsidy		(0.03)	0.00	0		
0			(17.33)	0.00	0		
0	Total Other HUD Contributions		132.90	161.99	13,206,605		
0	Residual Receipts (or Deficit) before Reserve	(49.74)	(15.58)	0.91	74,335		
0	Provision for Operating Reserve	(49.74)	(15.58)	0.91	74,335		
0	Residual Receipts (or Deficit)			0.00	0		
				0.00	0		

OPERATING RESERVES FOR A CONTRACT OR PROJECT

Part I – Maximum Operating Reserve – End of Current Budget Year

LINE NO.		
	SECTION A – LHA-OWNED RENTAL HOUSING	$ 12,345,195
1	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Contract	
	SECTION B – LHA-LEASED HOUSING – SECTION 23 OR 10(C)	$
2	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Project	
	SECTION C – LHA-OWNED OR LEASED HOUSING - HOMEOWNERSHIP	
3	One-half (50%) of Line 600 – Column 5 – Form HUD-52564 for a Project	
4	One-third (33-1/3%) of Line 004 – Column 5 – Form HUD-52564 for a Project	
	Total (Sum of Lines 03 and 04)	

Part II – Provision for and Estimated or Actual Operating Reserves at Year End

5	Reserve at End of Previous Fiscal Year – ~~Actual~~ Estimated	1984	$ (4,153,165)*
7	Provision for Reserve – Current Budget Year – Estimated or Actual	1985	(1,286,941)
8	Reserve at End of Current Budget Year – Estimated or Actual	1985	(5,440,106)
9	Provision for Reserve – Requested Budget Year – Estimated	1986	74,338
0	Reserve at End of Requested Budget Year – Estimated	1986	(5,365,768)

LHA APPROVAL:

WILBUR W. HAMILTON, INTERIM EXECUTIVE DIRECTOR — (Name and Title)
Hamilton — (Signature)
7/30/85 — (Date)

AREA OFFICE APPROVAL

(Name and Title)
(Signature)
(Date)

* ESTIMATED

SAN FRANCISCO HOUSING AUTHORITY

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Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

August 6, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, August 8, 1985 at 1815 Egbert Avenue.

Wilbur W. Hamilton
Interim Secretary/Executive Director

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY, AUGUST 8, 1985
9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

   Special Commission Meeting - July 23, 1985
   Regular Commission Meeting - July 25, 1985
   Special Commission Meeting - July 31, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Authorizing the Payment of Annual Dues for Membership in the National Association of Housing and Redevelopment Officials (NAHRO) and in the Southwest Regional Association of NAHRO

   (b) Resolution - Rescinding Resolution No. 2577 and Providing for Monthly Write-offs of Tenants' Accounts Receivable after Approval of the Commission

   (c) Resolution - Approving the Write-off of Tenants' Accounts Receivable for the Months of November 1984 through June 1985

   (d) Resolution - Establishing Classification of Positions and Compensation for Authority Staff for the Period of August 16, 1985 - September 30, 1986

New Business (cont.)

(e) Resolution - Approving Amendment No. 2 to Contract with Touche Ross & Co., for Performance of a Financial Audit of the San Francisco Housing Authority for the Period October 1, 1981 - September 30, 1984 and Including Some Special Reports Covering Older Activities

(f) Resolution - Approving a Contract Between San Francisco Housing Authority and Mark Christopher Hilliard, A.I.A., for Construction Inspection Services for Cal 1-41, 440 Turk Street Development

(g) Resolution - Approving Issuance of $10,410,000 Civic Center Housing Finance Corporation Turnkey Construction Loan Revenue Notes Series A and Approving Documents to be Executed in Connection Therewith

(h) Resolution - Authorizing the Interim Executive Director to Execute a Contract Between the San Francisco Housing Authority and the De La Fuente Engineering Group for Required Engineering for the Replacement of Alice Griffith Site Gas Lines

(i) Resolution - Authorizing the Payment of Expenses for Travel, Food and Lodging for an Additional Two (2) Prospective Out-of-State Candidates to Interview for the Executive Director Position

12. ADJOURNMENT:

WILBUR W. HAMILTON
Acting Secretary/Executive Director

###

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, August 8, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, August 8, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:37 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Reverend Harry Chuck, Vice President
Preston Cook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Christine Neal, Alice Griffith
Lena Walker
Michelle Kelley, Local 790
Josie Abrams, Local 790
Jewel Green, Hunters View

3. APPROVAL OF AGENDA:

President Fussell asked to add a mystery item to the agenda. Commissioner Brooks moved to approve the agenda of August 8, 1985 and Commissioner San Jule seconded the motion. The agenda of August 8, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner San Jule moved to approve the minutes of the special meeting of July 23, 1985; the regular meeting of July 25, 1985 and the special meeting of July 31, 1985 and Commissioner Brooks seconded the motion. The minutes of July 23, 1985, July 25, 1985 and July 31, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Commissioner Westbrook noted that the groundbreaking ceremonies for the Aspen Project in Hunters Point will be held August 13, 1985. All the Commissionners have received an invitation and the public is welcome.

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Finance Committee - President Fussell reported that the Committee met Friday, August 2, and every item that was brought before the Committee has been referred to the full Commission and is on the agenda.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Cleola Richardson of PHTA read the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

Mystery Item - President Fussell, using the discretion of the chair, moved this item up to be first under New Business: PRESENTATION TO COMMISSIONER WESTBROOK:

President Fussell stated that when he started his presidency, after Commissioner Westbrook served as president for two years, he asked that her term in office be commemorated. He asked Mr. Hamilton to make the presentation. Mr. Hamilton stated that the staff and Commission wished to recognize her extraordinary tenure as president and presented to Commissioner Westbrook a commemorative gavel with the inscription "President Westbrook, SFHA, June 83 - June 85." He also presented her two dozen yellow roses. Commissioner Westbrook expressed her appreciation and stated that she will especially cherish this award. The Commission and audience applauded Commissioner Westbrook.

(a) RESOLUTION NO. 2687

RESOLUTION AUTHORIZING THE PAYMENT OF ANNUAL DUES FOR MEMBERSHIP IN THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NAHRO)

* * * * * * * * * * * * * * * * * * *

WHEREAS, membership in the National Association of Housing and Redevelopment Officials (NAHRO) has been and will continue to be valuable to the San Francisco Housing Authority; and

WHEREAS, the Authority has received billings for dues for memberships in the national association and in the Pacific Southwest Regional Chapter;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

Payment be made to the National and Southwest Regional Chapters of NAHRO in the amounts of $5,690.03 and $400.00 respectively.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Counsel

DATE: _____

Mr. Hamilton stated that this resolution authorizes the payment of the annual dues for membership in NAHRO. The increase in the fee is based upon two reasons: 1) an increase in per unit assessment, and 2) increase in the number of units in the Section 8 program. Mr. Hamilton invited Ms. Helen Sause who is vice president of national NAHRO and a member of the Board of Governors to come and speak before the Commission. Ms. Sause provided some background information on NAHRO and reviewed NAHRO's goals and objectives for the coming year. President Fussell stated that it is incumbent upon the Commission to closely review over the coming year the ability of NAHRO to effectively utilize this increase in the dues structure and that the Authority use NAHRO to its fullest extent. Commissioner San Jule stated that it was important that the Authority be a part of NAHRO.

Commissioner San Jule moved to adopt Resolution No. 2687 and Commissioner Westbrook seconded the motion. Resolution No. 2687 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2688

RESOLUTION RESCINDING RESOLUTION NO. 2577 AND PROVIDING FOR MONTHLY WRITE-OFFS OF TENANT ACCOUNTS RECEIVABLE AFTER APPROVAL OF THE COMMISSIONERS

* *

WHEREAS, HUD Handbook 7460.2, dated August 1972 requires Public Housing Authorities to adopt a rent collection policy, and

WHEREAS, HUD Handbook 7511.1, Chapter 11, Section 1, details procedures relative to the write-offs of Tenant Accounts Receivable, and

WHEREAS, the handbook requires that the write-offs of Tenant Accounts Receivable must be approved by the Board of Commissioners or by a designated official to whom such authority has been delegated by resolution of the Board of Commissioners, and

WHEREAS, the Board of Commissioners delegated authority to approve write-offs to the Executive Director on March 12, 1984, and

WHEREAS, it is now recommended that such delegation be rescinded and that the Commissioners reassume write-off approval responsibility.

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. Resolution No. 2577 dated March 12, 1984 is rescinded.

2. Approval to write off tenant accounts receivable rests with the Board of Commissioners.

3. All vacated tenant accounts be written off thirty (30) days after the end of the month in which the tenant vacated.

APPROVED AS TO FORM

_____

Geraldine Chavis, Legal Counsel

Dated: _____

President Fussell stated that this resolution went before the Finance Committee. Mr. Hamilton stated that this matter is in response to a request from the Finance Committee that consideration be given to providing for monthly write-offs of tenant accounts receivable. This resolution will provide for monthly write-offs which will eliminate those write-offs immediately rather than carrying them on the books.

Commissioner Westbrook moved to adopt Resolution No. 2688 and Commissioner Brooks seconded the motion. Resolution No. 2688 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2689

RESOLUTION APPROVING WRITE-OFF OF VACATED TENANT ACCOUNTS RECEIVABLE

* *

WHEREAS, HUD Handbook 7460.2, dated August 1972 requires Public Housing Authorities to adopt a rent collection policy; and

WHEREAS, HUD Handbook, 7511.1, Chapter 11, Section 1, details procedures relative to the write-offs of Tenant Accounts Receivable; and

WHEREAS, the handbook requires that the write-offs of Tenant Accounts Receivable must be approved by the Board of Commissioners or by a designated official to whom such authority has been delegated by resolution of the Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. Vacated accounts are approved for write-off as follows:

   a. November 1984 through January 1985 $ 43,569.11

   b. February 1985 through June 1985 $ 96,376.53

APPROVED AS TO FORM

_____
Geraldine Chavis, Legal Counsel

Dated: _____

President Fussell stated that this resolution went before the Finance Committee. Mr. Hamilton stated that this resolution requests approval for specific write-offs for the period November 84 through January 85 and February 85 through June 85.

Commissioner Westbrook moved to adopt Resolution No. 2689 and Commissioner San Jule seconded the motion. Resolution No. 2689 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2690

RESOLUTION ESTABLISHING CLASSIFICATIONS OF POSITIONS AND COMPENSATION FOR AUTHORITY STAFF THE PERIOD OF AUGUST 16, 1985 - SEPTEMBER 30, 1986

* *

BE IT RESOLVED, by the Board of Commissioners of the San Francisco Housing Authority (SFHA), that the following classifications of positions are established and compensation grade level numbers are approved.

SEQ. NO.	AUTHORITY CLASSIFICATION	COMPENSATION GRADE
1	Executive Director	19
2	OPEN	18
3	Deputy Executive Director	17
4	Director of Finance	16
5	Director of Facilities Management	15
6	Director of Housing Management	15
7	Director, Leased Housing	15
8	Director, Special Programs	15
9	Director, Information Systems	14
10	Legal Counsel	14
11	Director of Personnel	13
12	Chief of Planning	13
13	Chief of Project Development	13
14	Chief, Modernization	13
15	Controller	13
16	Asst. Director, Facilities Mgmt.	13
17	Chief, Rehabilitation	13
18	Asst. to Director of Housing Mgmt.	13
19	Asst. Director, Operations	13
20	Procurement Manager	12
21	Director, Family Services	12
22	Asst. Director, Leased Housing	12
23	Admin. of Financial Systems	12
24	Administrator, Senior Programs	11
25	Project Manager (EDP)	11
26	Head Accountant	11
27	Area Housing Manager	11
28	Senior Programmer/Analyst	11
29	Student Supervisor	10
30	Architectural Associate II	10
31	Leased Housing Manager	10
32	Contract Administrator	10
33	Internal Auditor	10
34	Systems Accountant	10
35	Area Maintenance Managers	10
36	Supervisor Rentals	10
37	Eligibility Supervisor	10
38	Computer Supervisor	9
39	Personnel Analyst	9
40	Senior Purchaser	9
41	Asst. Chief, Facilities Management	9
42	Asst. Chief, Rehabilitation Branch	9
43	Modernization Inspectors	9
44	Social Workers	9

45	Auto Mechanic	8
46	Leased Housing Inspectors	8
47	Tenant Services Representatives	8
48	Administrative Secretary	8
49	Budget Accountant	8
50	Asst. Project Area Managers	7
51	Field Auditor	7
52	Senior Accountant	7
53	Secretary IV	7
54	Architectural Associate I	7
55	Asst. to Director, Special Programs	7
56	Purchaser	7
57	Delinquent Rent Specialist	7
58	Senior Law Clerk	7
59	Secretary III	6
60	Accountant	6
61	Personnel Technician	6
62	Principal Clerk	5
63	Contract Administrator's Asst.	5
64	Equipment Control Analyst	5
65	Purchaser's Asst.	5
66	Computer Operator	5
67	Secretary II	5
68	Junior Accountant	5
69	Principal Account Clerk	5
70	Maintenance Dispatcher	5
71	Police Dispatcher	5
72	Junior Account Clerk	5
73	Senior Leased Housing Clerk	4
74	Senior Storekeeper	4
75	Asst. Maintenance Dispatcher	4
76	Senior Account Clerk	4
77	Secretary I	4
78	Senior Receptionist/Switchboard	3
79	Storekeeper/Driver	3
80	Senior Clerk Typist	3
81	Account Clerk	3
82	Vehicle Service Person	3
83	Inventory Clerk	3
84	Switchboard/Office Trainee	3
85	Clerk Typist	2
86	Laundry Room Supervisor	2
87	Security Officer	2
88	Driver	2
89	Receptionist/Switchboard Operator	2
90	Data Entry Operator	2
91	Laundryroom Attendant	1
92	Clerk	1
93	Housing Management Asst.	} $329 Bi-Weekly plus
94	Resident Asst. to the Manager	} $2 per unit managed
95	Floating Res. Asst. to the Manager	} in excess of 22

AND BE IT FURTHER RESOLVED that, the compensation for each Authority classification is reflective of a 6.5% annual increase, which is found and determined to be the average city and county salary increase for miscellaneous employees effective July 1st of each year as adopted by the Board of Superviors; and

BE IT FURTHER RESOLVED that, assignment to other salary steps, where increases result from reclassification, shall be handled in accordance with the established policy and procedure of the SFHA; and

BE IT FURTHER RESOLVED that, the Bi-weekly salary schedule for the period August 16, 1985 through September 30, 1986 approved by this Resolution is as set forth in Attachment "A"; and

BE IT FURTHER RESOLVED that, employees who are assigned by their department to "Designated Bilingual Position" will be granted an additional compensation of $19.00 Bi-weekly.

Attachment

APPROVED AS TO FORM:

_____
Geraldine L. Chavis, Legal Counsel

DATE: _____

Mr. Hamilton stated that this institutes a new procedure for the Authority. In the past it has been the practice to have classifications and compensation authority established in the budget approval rather than by specific and separate resolution. This resolution deals with classifications and compensation independently and specifically. A 6.5% increase in compensation is provided for non-craft personnel as well as establishing classifications under which that compensation will be paid. This represents the average increase in the city. There is a Memorandum of Understanding between the Authority and Local 790 which provides for this increase, effective August 16.

Commissioner Westbrook moved to adopt Resolution No. 2690 and Commissioner Brooks seconded the motion. Resolution No. 2690 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. ____

RESOLUTION APPROVING AMENDMENT NO. 2 TO CONTRACT WITH TOUCHE ROSS & CO., FOR PERFORMANCE OF A FINANCIAL AUDIT OF THE SAN FRANCISCO HOUSING AUTHORITY FOR THE PERIOD OCTOBER 1, 1981 - SEPTEMBER 30, 1984 AND INCLUDING SOME SPECIAL REPORTS COVERING OLDER ACTIVITIES

* *

This item was held over.

SAN FRANCISCO HOUSING AUTHORITY
1985-86 PAY SCHEDULE (6.5% Increase)

Grade		Step 1	Step 2	Step 3	Step 4	Step 5
19	1984-1985	2,476	2,605	2,740	2,882	3,031
	1985-1986	2,637	2,774	2,918	3,069	3,228
18	1984-1985	2,315	2,437	2,563	2,698	2,838
	1985-1986	2,465	2,595	2,730	2,873	3,022
17	1984-1985	2,156	2,269	2,387	2,514	2,645
	1985-1986	2,296	2,416	2,542	2,677	2,817
16	1984-1985	1,996	2,101	2,213	2,330	2,451
	1985-1986	2,126	2,238	2,357	2,481	2,610
15	1984-1985	1,837	1,934	2,037	2,145	2,257
	1985-1986	1,956	2,060	2,169	2,284	2,404
14	1984-1985	1,678	1,767	1,861	1,960	2,063
	1985-1986	1,787	1,882	1,982	2,087	2,197
13	1984-1985	1,519	1,600	1,685	1,775	1,869
	1985-1986	1,618	1,704	1,795	1,890	1,990
12	1984-1985	1,460	1,533	1,609	1,690	1,775
	1985-1986	1,555	1,633	1,714	1,800	1,890
11	1984-1985	1,328	1,395	1,464	1,538	1,615
	1985-1986	1,414	1,486	1,559	1,638	1,720
10	1984-1985	1,209	1,269	1,333	1,400	1,470
	1985-1986	1,288	1,351	1,420	1,491	1,566
9	1984-1985	1,100	1,156	1,214	1,275	1,338
	1985-1986	1,172	1,231	1,293	1,358	1,425
8	1984-1985	1,001	1,051	1,105	1,159	1,217
	1985-1986	1,066	1,119	1,177	1,234	1,296
7	1984-1985	911	957	1,006	1,055	1,108
	1985-1986	970	1,019	1,071	1,124	1,180
6	1984-1985	830	871	914	961	1,009
	1985-1986	884	928	973	1,023	1,075
5	1984-1985	755	794	832	874	918
	1985-1986	804	846	886	931	978
4	1984-1985	687	722	758	796	836
	1985-1986	732	769	807	848	890
3	1984-1985	625	657	691	724	760
	1985-1986	666	700	736	771	809
2	1984-1985	570	598	627	659	692
	1985-1986	607	637	668	702	737
1	1984-1985	518	544	571	600	630
	1985-1986	552	579	608	639	671

ATTACHMENT A

BI-WEEKLY COMPENSATION SCHEDULE
CLASSIFICATION BY FUNCTION
1985 - 1986

CLASSIFICATION	GRADE	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
XCUTIVE DIRECTOR						
xecutive Director	19	2637	2774	2918	3069	3228
euty Executive Director	17	2296	2416	2542	2677	2817
dinistrative Secretary	8	1066	1119	1177	1234	1296
eretary IV (2)	7	970	1019	1071	1124	1180
ffice Trainee/Switchboard Operator	3	666	700	736	771	809
curity Officer	2	607	637	668	702	737
witchboard Operator	2	607	637	668	702	737
EAL						
eal Counsel	14	1787	1882	1982	2087	2197
ior Law Clerk	7	970	1019	1071	1124	1180
eretary III	6	884	928	973	1023	1075
MILY & COMMUNITY SERVICES						
. Family & Comunity Services	12	1555	1633	1714	1800	1890
ant Service Representative (3)	8	1066	1119	1777	1234	1296
retary II	5	804	846	886	931	978
ndryroom Supervisor	2	607	637	668	702	737
ndryroom Attendant	1	552	579	608	639	671
NANCE						
ector, Finance	16	2126	2238	2357	2481	2610
troller	13	1618	1704	1795	1890	1990
Accountant	11	1414	1486	1559	1638	1720
rnal Auditor	10	1288	1351	1420	1491	1566
tems Accountant	10	1288	1351	1420	1491	1566
dget Accountant	8	1066	1119	1177	1234	1296
ior Accountant (5)	7	970	1019	1071	1124	1180
cretary IV	7	970	1019	1071	1124	1180
untant	6	884	928	973	1023	1075
incipal Clerk	5	804	846	886	931	978
ior Accountant	5	804	846	886	931	978
ior Account Clerk (3)	4	732	769	807	848	890
cretary I	4	732	769	807	848	890
unt Clerk (6)	3	666	700	736	771	809

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SSIFICATION	GRADE	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
SONNEL						
ector of Personnel	13	1618	1704	1795	1890	1990
sonnel Analyst	9	1172	1231	1293	1358	1425
sonnel Technician	6	884	928	973	1023	1075
ior Switchboard Operator	3	666	700	736	771	809
rk	1	552	579	608	639	671
NNING/PROGRAM DEVELOPMENT						
ef, Planning	13	1618	1704	1795	1890	1990
ef, Project Development	13	1618	1704	1795	1890	1990
ef, Modernization	13	1618	1704	1795	1890	1990
hitecture Associate II	10	1288	1351	1420	1491	1566
hitecture Associate I	7	970	1019	1071	1124	1180
retary II (2)	5	804	846	886	931	978
ABILITATION						
ef, Rehabilitation	13	1618	1704	1795	1890	1990
. Chief, Rehabilitation	9	1172	1231	1293	1358	1425
rnization Inspector	9	1172	1231	1293	1358	1425
k Typist	2	607	637	668	702	737
NTENANCE						
ctor, Facilities Management	15	1956	2060	2169	2284	2404
f, Maintenance Branch	13	1618	1704	1795	1890	1990
. Chief, Facilities Management	9	1172	1231	1293	1358	1425
etary III	6	884	928	973	1023	1075
cipal Clerk	5	804	846	886	931	978
tenance Dispatcher	5	804	846	886	931	978
stant Maintenance Dispatcher	4	732	769	807	848	890
or Clerk Typist	3	666	700	736	771	809
k Typist	2	607	637	668	702	737
ING POLICE						
etary III	6	884	928	973	1023	1075
ce Dispatcher	5	804	846	886	931	978

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CLASSIFICATION	GRADE	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
HOUSING MANAGEMENT						
Director, Housing Managment	15	1956	2060	2169	2284	2404
Ast. Director, Operations	13	1618	1704	1795	1890	1990
Ast. to Dir., Housing Management	13	1618	1704	1795	1890	1990
Area Housing Manager (5)	11	1414	1486	1559	1638	1720
Area Maintenance Manager (4)	10	1288	1351	1420	1491	1566
Supervisor, Rentals	10	1288	1351	1420	1491	1566
Ast. Project Area Manager (8)	7	970	1019	1071	1124	1180
Delinquent Rent Specialist	7	970	1019	1071	1124	1180
Secretary III	6	884	928	973	1023	1075
Principal Clerk (7)	5	804	846	886	931	978
Secretary I	4	732	769	807	848	890
Senior Clerk Typist	3	666	700	736	771	809
Account Clerk	3	666	700	736	771	809
Data Entry Operator (2)	2	607	637	668	702	737
Clerk Typist (2)	2	607	637	668	702	737
Housing Management Assistant (20)	-	$329 Bi-Weekly, plus $2.00 for units in excess of 22				
SENIOR PROGRAMS						
Director, Special Programs	15	1956	2060	2169	2284	2404
Administrator, Senior Programs	11	1414	1486	1559	1638	1720
Area Housing Manager (2)	11	1414	1486	1559	1638	1720
Area Maintenance Manger	10	1288	1351	1420	1491	1566
Resident Supervisor	10	1288	1351	1420	1491	1566
Senior Social Worker (3)	9	1172	1231	1293	1358	1425
Ast. Project Area Manager (3)	7	970	1019	1071	1124	1180
Principal Clerk (3)	5	804	846	886	931	978
Secretary II	5	804	846	886	931	978
Senior Clerk Typist	3	666	700	736	771	809
Clerk Typist (2)	2	607	637	668	702	737
Clerk	1	552	579	608	639	671
Resident Assistant to the Manager (20)	-	$329 Bi-Weekly, plus $2.00 for units in excess of 22				
Relating Resident Assistant (2)	-					
MAJOR RELATIONS						
Secretary II	5	804	846	886	931	978

ASSIFICATION	GRADE	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
ASED HOUSING						
ector, Leased Housing	15	1956	2060	2169	2284	2404
ased Housing Manager (2)	10	1288	1351	1420	1491	1566
ased Housing Inspector (7)	8	1066	1119	1177	1234	1296
eld Auditor	7	970	1019	1071	1124	1180
cretary III	6	884	928	973	1023	1075
nior Leased Housing Clerk (10)	4	732	769	807	848	890
CUREMENT						
curement Manager	12	1555	1633	1714	1800	1890
tract Administrator	10	1288	1351	1420	1491	1566
ior Purchaser	9	1172	1231	1293	1358	1425
o Mechanic	8	1066	1119	1177	1234	1296
chaser	7	970	1019	1071	1124	1180
ior Accountant/Labor Standards	5	804	846	886	931	978
ncipal Clerk	5	804	846	886	931	978
chaser's Assistant	5	804	846	886	931	978
ipment Control Analyst	5	804	846	886	931	978
ior Storekeeper	4	732	769	807	848	890
icle Serviceperson	3	666	700	736	771	809
rekeeper/Driver	3	666	700	736	771	809
ver (2)	2	607	637	668	702	737
A PROCESSING OPERATIONS						
ector, Information Systems	14	1787	1882	1982	2087	2197
nistrator, Financial Systems	12	1555	1633	1714	1800	1890
ject Manager, E.D.P.	11	1414	1486	1559	1638	1720
or Program Analyst	11	1414	1486	1559	1638	1720
puter Operations Supervisor	9	1172	1231	1293	1358	1425
retary II	5	804	846	886	931	978

tchment "B" - page 4

(f) RESOLUTION NO. 2691

RESOLUTION APPROVING A CONTRACT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND MARK CHRISTOPHER HILLARD, A.I.A., FOR CONSTRUCTION INSPECTION SERVICES FOR CAL 1-41, 440 TURK STREET

* *

WHEREAS, the San Francisco Housing Authority (hereinafter called SFHA) is undertaking the acquisition of a low-rent housing project designated as Project No. CA39-P001-041 located at 440 Turk Street, in San Francisco, California; and

WHEREAS, the United States of America, acting through the Department of Housing and Urban Development (hereinafter called the Government) has agreed to assist in the financing of the acquisition of this project under the provisions of the United States Housing Act of 1937; and

WHEREAS, under date of June 7, 1985 the SFHA entered into a certain agreement (hereinafter called the Contract of Sale) with Central City Developers (In the Contract of Sale and hereinafter in this Agreement called the Seller) in which the SFHA has agreed to purchase certain real estate after completion thereon by the Seller of certain improvements to be constructed in accordance with plans and specifications as set forth in the Contract of Sale (which said Contract of Sale is made a part hereof as if set forth herein in full), said improvements to consist of one building containing 89 dwelling units, together with utilities, site improvements, landscaping, and central office facilities; and

WHEREAS, the SFHA desires to obtain from the Architect professional services with reference to the SFHA's interest in the Contract of Sale;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. The Executive Director is authorized to execute the attached contract for Inspection Services with Mark Christopher Hillard, A.I.A., for the 440 Turk Street development.

2. The amount of the contract shall not exceed $32,000.00.

3. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

/Attachment

Mr. Hamilton stated that under the terms of the turnkey, the Authority must designate a qualified inspector to monitor and report construction progress in the development of 440 Turk Street. This resolution will authorize the execution of a contract with Mark Hillard for those services. Mr. Hillard has worked with the Authority before and approval of this resolution is recommended.

Commissioner Westbrook moved to adopt Resolution No. 2691 and Commissioner San Jule seconded the motion. Resolution No. 2691 was UNANIMOUSLY ADOPTED.

CONTRACT FOR INSPECTION SERVICES
(Turnkey)

THIS AGREEMENT entered into as of ., 1985 by and between the San Francisco Housing Authority, a public body organized and existing under and by virtue of the laws of the State of California (hereinafter called the PHA), and Mark Christopher Hillard, Architect, of San Anselmo, California (hereinafter called the Architect):

WITNESSETH THAT:

WHEREAS, the PHA is undertaking the acquisition of a low-rent housing project designated as Project No. CA39-P001-041 located at 440 Turk Street in San Francisco, California and

WHEREAS, the United States of America, acting through the Department of Housing and Urban Development (hereinafter called the Government) has agreed to assist in the financing of the acquisition of this project under the provisions of the United States Housing Act of 1937; and

WHEREAS, under date of June 7, 1985 the PHA entered into a certain agreement (hereinafter called the Contract of Sale) with Central City Developers. (In the Contract of Sale and hereinafter in this Agreement called the Seller) in which the PHA has agreed to purchase certain real estate after completion thereon by the Seller of certain improvements to be constructed in accordance with plans and specifications as set forth in the Contract of Sale (which said Contract of Sale is made a part hereof as if set forth herein in full), said improvements to consist of one building containing 89 dwelling units, together with utilities, site improvements, landscaping, and related facilities; and

WHEREAS, the PHA desires to obtain from the Architect professional services with reference to the PHA's interest in the Contract of Sale;

NOW, THEREFORE, the PHA and the Architect do mutually agree as follows:

ARTICLE 1. SCOPE

The Architect agrees to provide professional services for the PHA in connection with the project as set forth in Article 3 hereof.

ARTICLE 2. FEE

For the professional services to be rendered as defined in Article 3 hereof, the PHA agrees to pay the Architect a fee determined at the rate of two and one-half times the direct personnel expense as approved by the PHA.

Direct personnel expense includes the actual and reasonable salary paid to the Architect for performing the services stipulated under this contract, at a rate of pay consistent with the nature of the services performed, but which shall not exceed $24 per hour. Direct personnel expense does not include stenographic, clerical, or other expense of an overhead nature required for performance of this contract and for which compensation is included in the fee stipulated herein. It is agreed that, regardless of the actual timing of services, calculation of the maximum remuneration to the Architect shall be based on the assumption that professional services will average 8 hours per week during the actual construction period. The total compensation to the Architect shall not exceed $32,000.

Payments to the Architect on account of services hereunder shall be made at the end of each month when the Architect shall submit a bill setting forth an itemization of direct personnel expense involved.

The fee discussed above is specifically and solely for the professional services performed directly by the Architect. If the PHA and/or Architect determine that the services of additional professional consultants are required, then such consultants will be retained either by HUD, the PHA, or the Architect -- whichever is most appropriate under the specific circumstances. If the Architect retains such consultants, he will be compensated as an Additional at a multiple of 1.1 times the amounts billed to the Architect by the consultants for such services.

ARTICLE 3. PROFESSIONAL SERVICES

The Architect shall:

3.1 Perform all services required of the Architect as set forth in the Contract of Sale.

3.2 Furnish the PHA at the time of executing this Contract a written list of those who may collaborate in observing the work. The Architect will be responsible for compensating such collaborators.

3.3 In cooperation with the PHA, prepare an observation schedule appropriate to the construction and anticipated progress, but in no case less often than twice a month.

3.4 Make on-site observations according to the schedule to determine conformity with plans and specifications, without in any way guaranteeing the Seller's work or assuming responsibility for the project design.

3.5 Within 5 days of each observation, provide the PHA a written report on such observation including all deficiencies observed in the work and send copies of each such report to the Seller, to the Lender, and to the Federal Department of Housing & Urban Development.

3.6 Visually observe (without verifying by physical measurement or instrument survey) lines and grades of foundations, surfaces, grassed areas and underground utilities laid out by the Seller.

3.7 Advise the PHA on special problems and any changes in the work. Prepare and countersign construction change orders involving a change in contract price and/or extension of contract time for execution by the Authority and the Seller. Changes not affecting contract price or time of completion shall be documented, singly or in groups, for formal acceptance by the Authority and the Seller and countersigning by the Architect. Changes affecting the contract price (see Article IV, Contract of Sale) shall be carefully checked as to monetary value and the countersignature thereon shall indicate that the credit or extra has been certified by the Architect and that the amount involved represents a reasonable adjustment of the contract price.

3.8 Recommend PHA approval or disapproval of materials, color schemes, samples, certificates, and test reports when provided for in the Contract of Sale.

3.9 Maintain a file of shop drawings, guarantees and warranties relating to the improvement; review and recommend PHA acceptance or rejection of "as-built" drawings and specifications; and transfer this material to the PHA at the completion of construction.

3.10 Attend conferences when and as deemed necessary by the PHA.

3.11 Assist in final inspection and prepare list of incomplete or defective work and, if necessary, prepare the documents and recommend monetization of any such work.

3.12 Certify at the time of settlement that the property involved complies in all respects to the plans and specifications and any amendments thereto, and is in good and tenantable condition.

3.13 Certify as to full completion of the project for payment of amounts withheld at the time of settlement.

3.14 If requested by the PHA, inspect project after final acceptance and occupancy and before expiration of any applicable guarantees or warranties.

ARTICLE 4 MISCELLANEOUS REQUIREMENTS

4.1 Prevailing Wages The Architect and his agents shall pay or cause to be paid to all architects, technical engineers, draftsmen, and technicians employed on any part of the work under this contract not less than the salaries or wages prevailing in the locality, as determined or adopted (subsequent to a determination under applicable State or local law) by HUD. The Architect shall furnish to the PHA with each statement submitted for services rendered, certification as to such compliance. These requirements shall not apply to executive, supervisory, and administrative employees.

4.2 Withholding of Wages In cases (of which the PHA has notice) of underpayment of wages required to be paid under the requirement above, the PHA may withhold from the Architect out of payments due, an amount sufficient to pay to the employees involved the

difference between the wages required to be paid under the contract and the wages actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the PHA for and on account of the Architect to the respective employees to whom they are due.

4.3 Equal Employment Opportunity During the performance of this Contract, the Architect agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Architect will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Architect shall insert provisions similar to the foregoing in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

4.4 Officials Not to Benefit No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this Contract, or to any benefit that may arise therefrom.

4.5 Interest of Members of the PHA and the Local Governing Body No member, officer, or employee of the PHA, no member of the governing body of the locality in which the Project is situated, no member of the governing body of the locality in which the PHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Project, shall, during his tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

4.6 Covenant Against Contingent Fees The Architect warrants that he has not employed any person to solicit or secure this Contract upon an agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the PHA the right to terminate this Contract or, in its discretion, to deduct from the compensation otherwise payable, the amount of such commission, brokerage, or contingent fee.

4.7 Assignability The Architect shall not assign or transfer any interest in this Contract except that claims for monies due or to become due him from the PHA under the Contract may be assigned to a bank, trust company, or other financial institution.

4.8 Termination Both parties to this contract reserve the right to terminate the contract by giving at least seven (7) days' written notice of the fact and time of such termination. In such event all finished or unfinished work prepared by the Architect shall become the property of the PHA, and the Architect shall be entitled to compensation for satisfactory work under this Agreement on the basis stated in Article 2.

4.9 The Architect shall not be responsible for, nor have control of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for seller's failure to carry out Work in accordance with the Contract Documents. The Architect shall not be responsible for, nor have control over, the acts or omissions of the seller's Contractors, Subcontractors, any of their agents or employees, or any other persons performing any Work.

4.10 The Architect shall at all times have access to Work wherever it is in preparation or progress.

4.11 Unless otherwise specified, this Agreement shall be governed by the law in effect at the location of the Project.

4.12 As between the parties to this Agreement: as to all acts or failures to act by either party to this Agreement, any applicable statute of limitations shall commence to run, and any alleged cause of action shall be deemed to have accrued, in any and all events not later than the relevant Date of Substantial Completion of the Project, and as to any acts or failures to act occurring after the relevant Date of Substantial Completion of the Project, not later than the date of issuance of the final Project Certificate for Payment.

IN WITNESS WHEREOF, the PHA and the Architect have executed this Agreement as of the day and year first above written.

By_____
Architect

By_____
San Francisco Housing Authority

Title_____

_____

Architect's Business Address and ZIP Code: P.O. Box 1926
San Anselmo, CA 94960

Architect's Business Telephone: (415) 485-5307

Architect's Home Telephone: (415) 457-4632

(g) RESOLUTION NO. 2692

RESOLUTION APPROVING ISSUANCE OF $10,410,000 CIVIC CENTER HOUSING FINANCE CORPORATION TURNKEY CONSTRUCTION LOAN REVENUE NOTES SERIES A AND APPROVING DOCUMENTS TO BE EXECUTED IN CONNECTION THEREWITH

* *

WHEREAS, to overcome the serious shortage of decent, safe and sanitary housing for persons and families that currently exists in the City and County of San Francisco, the Housing Authority of the City and County of San Francisco (the "Authority") desires to cause to be developed a structure at 440 Turk Street, San Francisco, California containing 89 low-income rental housing units for elderly tenants, office space for the Authority, and related community and parking facilities (the "Project"); and

WHEREAS, in order to assist in the financing of the project, the Authority by Resolution No. 2659 dated May 9, 1985 (the "Authority Resolution"), approved the Articles of Incorporation and Bylaws of the Corporation; and approved in general principle the Project and the Corporation's projected expenditures with respect to the Project; and

WHEREAS, the Corporation, by resolution adopted July 25, 1985 (the "Note Resolution"), authorized the issuance of $10,410,000 Civic Center Housing Finance Corporation Turnkey Construction Loan Revenue Notes 1985 Series A (the "Notes") to provide construction financing for the Project and authorized the execution and delivery by the Corporation of a Trust Indenture, Official Statement, Repayment Agreement (including a Contractor's Note and Leasehold Deed of Trust to be executed in connection with the Repayment Agreement), Note Purchase Agreement and various closing documents (collectively, all such documents are referred to as the "Note Documents"); and

WHEREAS, by Note Purchase Agreement dated July 30, 1985, Proudential-Bache Securities, as managing underwriter on behalf of Marine Midland Bank and Mathews & Wright, agreed to purchase the Notes in the principal amount of $10,410,000 and bearing an interest rate of 6.625% per annum; and

WHEREAS, in accordance with the provisions of Section 5 of the Authority Resolution, the Authority has been presented with the Note Resolution and the form of Note Documents; and

WHEREAS, pursuant to Article XIII, Sections 1 and 2 of the Corporation's Bylaws and 24 CFR 811.105 (c) (2) and (3), the Authority desires to provide final approval to the Project and the Corporation's program and expenditures in connection with the Project, including the issuance of the Notes and the execution of the Note Documents;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

SECTION 1. It is hereby found and determined that the Corporation's plan with respect to providing construction financing assistance for the Project, including the Corporation's projected program and related expenditures as have or will be submitted to the United States Department of Housing and Urban Development pursuant to 24CFR, Part 811, Subpart A, will assist in providing decent, safe and sanitary housing for persons and families, including persons and families eligible for assistance under the United States Housing Act of 1937, as amended.

SECTION 2. Based on the findings and determinations set forth in Section 1, the Authority hereby approves the Project and the Corporation's program and expenditures in connection with providing construction financing for the Project.

SECTION 3. It is hereby further found and determined that the issuance of the Notes by the Corporation to finance the Project in accordance with the Note Documents will serve to enable the Corporation to carry out its program.

SECTION 4. Based on findings and determinations set forth in Section 3, the Authority hereby approves the issuance of the Notes by the Corporation and the execution by the Corporation of the Note Documents, and authorizes the Executive Director to give final approval and authorization of the Note Documents in their final form on behalf of the Authority.

SECTION 5. It is found and determined that all formal actions of the Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Authority; and that all deliberations of the Authority and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

SECTION 6. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 7. All prior resolutions and orders or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall take effect from and after its passage in accordance with the laws of the State of California.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Mr. Hamilton stated that this resolution approves issuance of the tax-exempt notes for the Civic Center Housing Finance Corporation. The notes have been presold at the rate of 6.5/8%, which is a favorable rate. The issue does require Commission approval. Closing is scheduled for Thursday, August 15.

Commissioner Westbrook moved to adopt Resolution No. 2692 and Commissioner San Jule seconded the motion. Resolution No. 2692 was UNANIMOUSLY ADOPTED.

(h) RESOLUTION NO. 2693

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE DE LA FUENTE ENGINEERING GROUP FOR REQUIRED ENGINEERING FOR THE REPLACEMENT OF ALICE GRIFFITH SITE GAS LINES

* *

WHEREAS, the exterior gas distribution system at the Alice Griffith Housing Project, CAL 1-18(4), is in poor condition and in need of replacement; and

WHEREAS, the Department of Housing and Urban Development has allocated funds for the replacement of this system in the Authority's CA-1-912 Comprehensive Improvement Assistance Program Budget; and

WHEREAS, a mechanical engineering firm is required to assist Authority staff in the design and development of construction documents for this work; and

WHEREAS, HUD has provided $20,000 for such engineering in the CA-1-912 Budget; and

WHEREAS, Authority staff has contacted five firms regarding this work and after a review of their qualifications, experience and availability recommends the De La Fuente Engineering Group as the appropriate firm for this work.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Interim Executive Director be and he is authorized to execute an Agreement with the De La Fuente Engineering Group to provide required engineering for the replacement of site gas lines at Alice Griffith for a price not to exceed $20,000.

II. That this Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Mr. Hamilton stated that under the CIAP program the Authority has been replacing the exterior gas lines in Alice Griffith. In connection with that work, assistance from a mechanical engineering firm is required. Letters of interest were sent to five engineering firms; two of those firms responded indicating an interest. De La Fuente Engineering Group is a minority firm and they have worked for the Authority previously and did an excellent job.

Commissioner San Jule moved to adopt Resolution No. 2693 and Commissioner Westbrook seconded the motion. Resolution No. 2693 was UNANIMOUSLY ADOPTED.

(i) RESOLUTION NO. 2694

RESOLUTION AUTHORIZING THE PAYMENT OF EXPENSES FOR TRAVEL, FOOD AND LODGING FOR AN ADDITIONAL TWO (2) PROSPECTIVE OUT-OF-STATE CANDIDATES TO INTERVIEW FOR THE EXECUTIVE DIRECTOR POSITION

* *

WHEREAS, the position of Executive Director of the San Francisco Housing Authority is vacant and the Authority has invited all qualified persons to make application for this position; and

WHEREAS, the Mayor of the City and County of San Francisco has decided to extend the interview process to include two (2) additional out-of-state candidates; and

WHEREAS, the most suitable and economical means of travel, food and lodging has been determined and shall not exceed One Thousand Four Hundred Dollars ($1,400);

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Interim Executive Director of this Authority is authorized to spend an amount not to exceed One Thousand Four Hundred Dollars ($1,400) for all related expenses.

2. That all travel expenditures and reimbursements be in conformance with the travel policy of the Authority.

APPROVED AS TO FORM:

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Commissioner Westbrook moved to adopt Resolution No. 2694 and Commissioner San Jule seconded the motion. Resolution No. 2694 was UNANIMOUSLY ADOPTED.

Visitors - Mr. Hamilton called on the following visitor who wished to address the Commission: Ms. Walker - seeking housing. A discussion followed regarding the number of units standing vacant. Mr. Hamilton stated that a two-step examination will take place reviewing this whole process. First, senior management will hold an internal work session on the entire vacate repair/rental process. Second, there will be a special Commission workshop on the whole issue. A thorough review and examination will take place.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of August 8, 1985 was adjourned at 10:35 a.m.

JAMES G. FUSSELL, JR., President

Jane P. Hale

for WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
Elouise Westbrook, *President*
James Fussell, Jr., *Vice President*
Joan M. San Jule
Preston Cook
Betty Brooks
Beatrice Patterson
Reverend Harry Chuck

Carl L. Williams, *Executive Director/Secretary*

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NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a Special Meeting on Monday, August 12, 1985 at 9:30 a.m., in the Commission Room at 1815 Egbert Avenue.

The item for discussion will be:

1. Personnel Matters

Immediately following the Special Meeting, the Commission will meet in an Executive Session for the purpose of discussing personnel matters and to consider such other business as may be necessary and proper in connection therewith.

Wilbur W. Hamilton
Acting Secretary/Executive Director

1. ROLL CALL.

A G E N D A
* * * * * *

Special Meeting
San Francisco Housing Authority
9:30 a.m., August 12, 1985

1815 Egbert Avenue
San Francisco, Calif.

ROLL CALL:

James G. Fussell, President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

APPROVAL OF AGENDA:

VISITORS:

NEW BUSINESS:

(a) Personnel Matters

ADJOURNMENT:

Wilbur W. Hamilton
Acting Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Special Meeting Held:
Monday, August 12, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 1815 Egbert Avenue, San Francisco, California on Monday, August 12, 1985 at 9:00 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 10:00 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Reverend Harry Chuck, Vice President
Preston Cook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Jane Hale, Acting Deputy Executive Director
Vickie Arnold, Director of Personnel

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2. VISITORS:

James Franklin, PHTA
Helen Mason, PHTA

3. APPROVAL OF AGENDA:

President Fussell stated that this was a special meeting dealing with personnel matters.

4. NEW BUSINESS:

The business before the Commission, which required a closed session, was to interview two prospective candidates for the position of Executive Director. Mr. James Franklin and Mrs. Helen Mason, representing PHTA, remained for the closed session.

5. ADJOURNMENT:

The Special Commission meeting of August 12, 1985 adjourned and went into Executive Session.

/s/ James G. Fussell
JAMES G. FUSSELL, President

/s/ Wilbur W. Hamilton
WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • (415) 468-3800

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August 19, 1985

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PUBLIC NOTICE

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco will be held at 9:30 a.m., Thursday, August 22, 1985 at 1815 Egbert Street.

for Jane P. Hall
Wilbur W. Hamilton
Interim Secretary/Executive Director

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY, AUGUST 22, 1985
9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

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3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE RFPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

   (a) PHTA
   (b) Senior Citizen Citywide Council

10. UNFINISHED BUSINESS:

   (a) Resolution - Authorizing Modification No. 2 to the Contract Between the Housing Authority of the City and County of San Francisco and Ferguson, Moorehead & Company and Touche Ross & Co. for Audit of the Accounts and Records of the San Francisco Housing Authority

11. NEW BUSINESS:

   (a) Resolution - Authorizing the Executive Director to Execute Amendment No. 1 to a Letter of Agreement dated March 4, 1985 with the San Francisco Redevelopment Agency for the Services of Wilbur W. Hamilton

   (b) Resolution - Authorizing the Executive Director to Execute Amendment No. 1 to a Letter of Agreement dated March 4, 1985 with the San Francisco Redevelopment Agency for the Services of Estelle Crawford

New Business (cont.)

(c) Resolution - Authorizing Amendment No. 2 to Professional Services Contract with Jane P. Hale

(d) Resolution - Approving the Final Application to the Department of Housing and Urban Development for Fiscal Year 1985 Comprehensive Improvement Assistance Program Funds

(e) Resolution - Approving Expenditures for Summer Youth Activities

(f) Motion - Authorizing the Executive Director to Forward to the Controller of the City and County of San Francisco a Revised Draft of an Agreement with the City and County of San Francisco to Improve Procedures and Spending Controls, Maintain Reserves, Control Budgets, Provide Access to Reports and Records, Employ Auditors for Annual Audits--all to be Reviewed by the City with Results Flowing to the Mayor, Board of Supervisors and Housing Authority Commissioners for the Period Ending September 30, 1985

12. ADJOURNMENT:

for Jane P. Hale
WILBUR W. HAMILTON
Acting Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Regular Meeting Held:
Thursday, August 22, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, August 22, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:34 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Preston Cook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel (arrived 9:40)

2. VISITORS:

Jewel Green, Hunters View
Robert McCann, Sunnydale
E. J. Powell, Alemany
Christine Neal, Alice Griffith
Rosa Lee Urquhart, 345 Hermann
Comelia Brown, Plaza East
Zakiyyah Mahasin, PHTA

3. APPROVAL OF AGENDA:

Mr. Hamilton amended the agenda to add Item (g) under New Business: Resolution Requesting the Mayor's Office of Community Development (OCD) for an Extension of Time to Complete the Implementation of Certain Line-items in the 1982 and 1983 Community Development Block Grant Program Contracts. Commissioner San Jule moved to approve the amended agenda of August 22, 1985 and Commissioner Westbrook seconded the motion. The agenda of August 22, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner San Jule moved to approve the minutes of July 25, 1985 and Commissioner Brooks seconded the motion. The minutes of July 25, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

Mr. Hamilton stated that the written report requested by the Commission on anti-crime and drug abatement efforts has been prepared and distributed copies to the Commission. It will be reviewed in detail at a future meeting.

7. COMMITTEE REPORT:

Finance Committee - President Fussell reported that the Committee met Friday, August 16 and that the items considered are on the agenda.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, submitted and read the Report of PHTA Activities.

Thelma Kavanagh, President of Senior Citizen Citywide Council, submitted and read the report of the Council. Mrs. Kavanagh distributed photos depicting smoke damage to the outside of 345 Hermann Street. Commissioner McNamara expressed his concern regarding this damaged unit and wanted assurances that the insurance money will be spent to fix the unit. President Fussell requested that as was discussed at an earlier meeting, staff study and prepare a report on the best use of insurance proceeds from fire damaged units.

10. UNFINISHED BUSINESS:

(a) RESOLUTION NO. 2695

RESOLUTION APPROVING SECOND MODIFICATION OF THE CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND FERGUSON, MOOREHEAD & COMPANY AND TOUCHE ROSS & CO. FOR PERFORMANCE OF A FINANCIAL AUDIT OF THE SAN FRANCISCO HOUSING AUTHORITY FOR THE PERIOD OCTOBER 1, 1981 - SEPTEMBER 30, 1984 AND INCLUDING SOME SPECIAL REPORTS COVERING OLDER ACTIVITIES

* *

WHEREAS, the San Francisco Housing Authority and Ferguson, Moorehead & Company and Touche, Ross & Co., a Joint Venture, have entered into an Agreement dated January 3, 1984 and amended May 14, 1984; and

WHEREAS, the parties desire to further modify this Agreement to extend the scope of the audit and the period covered thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Second Modification of the Contract between the Housing Authority and Ferguson, Moorehead & Company and Touche, Ross & Co., be approved; and

2. The Executive Director be and he is hereby authorized to execute said modification in substantially the form attached hereto.

/Attachment

APPROVED AS TO FORM:

Geraldine Chavis, Legal Counsel

Date: August 21, 1985

President Fussell stated that this item was brought before the Finance Committee. Mr. Hamilton stated that this resolution approves the second modification of the contract between the Authority and Ferguson, Moorehead and Touche, Ross for additional auditing services. Commissioner McNamara had several concerns and questions regarding this resolution. President Fussell pointed out that this item was reviewed thoroughly by the Finance Committee and suggested that in the future a more detailed analysis be provided to the full Commission.

Commissioner Westbrook moved to adopt Resolution No. 2695 and Commissioner San Jule seconded the motion. Resolution No. 2695 was UNANIMOUSLY ADOPTED.

SECOND MODIFICATION OF CONTRACT
BETWEEN
THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
AND
FERGUSON, MOOREHEAD & COMPANY
AND
TOUCHE ROSS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

* *

THIS AGREEMENT, entered into as of August 22, 1985 by and between THE HOUSING AUTHORITY OF THE CITY & COUNTY OF SAN FRANCISCO, State of California (hereinafter referred to as "Housing Authority") and FERGUSON, MOOREHEAD & COMPANY AND TOUCHE ROSS & COMPANY, JOINT VENTURE (hereinafter referred to as "Contractor"), modifies the Contract entered into between the parties on January 03, 1984 (see attached copy incorporated by reference herein) and the first amendment dated May 14, 1984 (see attached copy incorporated by reference herein).

WHEREAS, the HOUSING AUTHORITY AND CONTRACTOR have entered into an Agreement dated January 03, 1984 as amended May 14, 1984 and the parties desire to further modify this Agreement and do hereby mutually agree to audit certain specified HOUSING AUTHORITY accounts and records for the period ending September 30, 1984.

WHEREAS, the original proposal called for 200 person-days to complete the audit. The following items constitute sufficient variation from the conditions present during the job survey for a modification in accordance with paragraph six (6) of the Contract of January 03, 1984.

WHEREAS, in connection with the examination of the financial statements for the period ended September 30, 1984 all parties have concluded that the audit scope, as designed in the Request For Proposal, dated August 15, 1983, was limited, as there were a number of funds which were not requested to be audited.

WHEREAS, if the auditors were to issue a report on the financial statements for the period ended September 30, 1984, with the scope limitation, the auditors will be required to disclaim an opinion or, at best to qualify their opinion. Since the award of the audit contract, the Authority has completed the anlaysis and reconciliation of its Modernization and Urban Initiatives Grants. On those grants where the work program has been completed and all funds expended, Cost Certificates have been submitted to HUD. Where the biennial audit is to be conducted by an Independent Public Accountant (IPA), Cost Certificate, HUD form 53001 must be verified by the IPA during the regularly scheduled PHA audit.

WHEREAS, on May 14, 1984, the scope of contract was amended to include the Audit by Contractor of the Housing Authority's Revolving Fund.

WHEREAS, it is now necessary to expand the scope of services to include those additional funds of the Housing Authority described in Exhibit A ("Distribution of Audit Cost") attached hereto and incorporated herein by reference.

NOW, THEREFORE, the Housing Authority and the Contractor do mutually agree as follows:

1. The Contractor shall conduct a balance sheet audit as of September 30, 1984, in accordance with generally accepted auditing standards and the auditing and reporting provisions of the applicable HUD Audit Guide for the Low-Income Housing Program for use by Independent Public Accountants, herein referred to as Audit Guide. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the balance sheet of the Public Housing Agency at September 30, 1984.

2. The Contractor shall perform specified procedures in accordance with Statements on Auditing Standards nos. 14, 16, 35 and 39 and as agreed upon by HUD in the areas of propriety of repairs and maintenance expenditures, bona fide employees on payroll, propriety of the overun on the Rosa Park Project and propriety of the rent and occupancy and tenant eligibility system.

3. The Contractor shall conduct an audit on additional financial statements listed in Exhibit A, "Distribution of Audit Costs", attached hereto and incorporated by reference herein, in accordance with generally accepted auditing standards and the auditing and reporting provisions of the applicable HUD Audit Guide for the Low-Income Housing Program for use by Independent Public Accountants, herein referred to as Audit Guide. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the additional and separate financial statements of the Public Housing Agency listed in the "Distribution of Audit Costs".

4. The books of account and financial records to be audited are maintained and are located at the Public Housing Agency's office at 1815 Egbert Avenue, San Francisco, California 94124: These books and records will be made available to the Contractor by the Executive Director of the Public Housing Agency at the Contractor's request for the Contractor's use at the Public Housing Agency's office during normal business hours.

5. Upon completion of the audit, the specified Audit Reports shall be simultaneously submitted to the Regional Inspector General for Audit (20 copies) and Public Housing Agency, 1 copy for each Commissioner (7) and required copies for the Acting Executive Director (5) as joint addressees, as well as 20 for distribution to the Mayor's Office, Board of Supervisors and other interested parties. The Audit Report will:

a. Identify the specified accounts examined.

b. State whether the examination was made in accordance with generally accepted auditing standards and that it was made in conjuction with an examination of financial statements. Any modification of the auditor's standard report on those statements will be indicated.

c. Identify the basis on which the specified accounts are presented and, when applicable, any agreements specifying such basis.

d. Describe and indicate the source of significant

interpretations made by the client in the course of the engagement relating to the provisions of a relevant agreement.

e. Indicate whether in our opinion the specified accounts are presented fairly on the basis indicated.

f. If applicable, indicate whether in our opinion the disclosed basis has been indicated.

6. Pursuant to Item (7) of the January 03, 1984 Agreement, the HOUSING AUTHORITY agreed to pay the CONTRACTOR as compensation for services, a lump fee of Fifty Thousand Dollars ($50,000.00); HOWEVER, the modifications as set forth in the May 14, 1984 amendment and this amendment changing the scope of services, increased the compensation costs as set forth in the Contract of January 03, 1984 by an additional amount of Thirty-Seven Thousand Two Hundred Dollars ($37,200.00). By this amendment, the contract price shall be increased an additional Three Hundred Twenty-Two Thousand Three Hundred Twenty Dollars ($322,320.00) inclusive of all costs and expenses pursuant to Exhibit "A" attached hereto and incorporated herein by reference.

All terms and conditions set forth in the Contract of January 03, 1984 as amended by the Modification dated May 14, 1984 are incorporated herein and made a part hereof and are still in force and effect, except for the additional scope of services outlined herein and the modification of the Contract amount as outlined herein and the terms of payment in Section 7 of the original contract which shall be modified as follows:

Contract Amount	$ 50,000.00	
Amendment No. 1	37,200.00	
Amendment No. 2	322,320.00	
Total Revised Contract		$ 409,520.00
Less: Progress Billings HUD prior authorization not required		204,760.00
Balance		$ 204,760.00
Less: Progress Billings with Prior HUD Approval		102,380.00
Difference (to be paid upon acceptance of all specified audit reports by HUD)		$ 102,380.00

IN WITNESS WHEREOF, the HOUSING AUTHORITY and the CONTRACTOR have executed this Modification of Contract on the date and year first above written.

FERGUSON, MOOREHEAD & COMPANY

BY Warren A. Moorehead

DATE August 22, 1985

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

BY _____

DATE 8/23/85

TOUCHE ROSS & COMPANY

BY Touche Ross & Co

DATE August 22, 1985

SAN FRANCISCO HOUSING AUTHORITY
DISTRIBUTION OF AUDIT COSTS

Fund	Description	TOTAL ALLOCATED COSTS Amount	Hours	ORIGINAL CONTRACT Amount	Hours	Amendment # 1 Amount	Hours	Amendment # 2 Amount	Hours	Program Period	Audit Period	Exh. A	Exh. B	Exh. C	Exh. D	Exh. E	Exh. F	Exh. G	Exh. H	Exh. I	Exh. J
551	Wharf Plaza II	$3,500	116	$500	16			$3,000	100	08/16/82 to 12/31/84	08/16/82 to 12/31/84	X	X	X		I	I				I
552	All Hallows CDC	$2,112	70	$312	10			$1,800	60	04/23/83 to 06/30/84	04/23/83 to 06/30/84	X	X	X		I	I				I
553	Hearld Hotel (See Fund 590)	$0	0							04/04/83 to 09/30/84	04/04/83 to 09/30/84	X	X	X		I	I				I
554	All Hallows/Northridge 4	$1,450	48	$250	8			$1,200	40	11/10/83 to 06/30/84	11/10/83 to 06/30/84	X	X	X		I	I				I
555	All Hallows/Northridge 5	$1,450	48	$250	8			$1,200	40	07/12/83 to 03/30/84	07/12/83 to 03/30/84	X	X	X		I	I				I
557	Mariposa Garden Apts.	$1,288	42	$188	6			$1,100	36	09/20/83 to 12/31/84	09/20/83 to 12/31/84	X	X	X		I	I				I
590	Serenity Tower/Hearld Hotel	$4,225	140	$625	20			$3,600	120	04/04/83 to 09/30/84	04/04/83 to 09/30/84	X	X	X		I	I				I
591	Mercy Terrace Apts.	$1,290	42	$190	6			$1,100	36	11/30/83 to 06/30/84	11/30/83 to 06/30/84	X	X	X		I	I				I
600	Section 8 - Aftercare	$4,224	140	$624	20			$3,600	120	03/01/78 to 06/30/84	03/01/78 to 06/30/84	X	X	X		I	I				I
601																					
701	D.A.D.N. Corp.	$120	4			$120	4			Not Applicable (4)	Not Applicable (4)	X									
702	S.F.H.A. Security Program	$1,740	58			$240	8	$1,500	50	01/04/82 to 10/04/82	01/04/82 to 10/04/82	X									
703	Summer Food Program	$4,250	141	$750	24			$3,500	117	06/20/83 to 09/30/84	06/20/83 to 09/30/84	X	X	X							
704	Calif. Jones & Cahill	$2,860	95			$360	12	$2,500	83	01/27/82 to (3)	01/27/82 to 09/30/84	X									
705	Police Service Contract	$2,440	82			$240	8	$2,200	74	12/09/81 to 10/04/82	12/09/81 to 09/30/84	X									
706	V.I.C.I. Program	$1,740	58			$240	8	$1,500	50	01/01/83 to 09/30/84	01/01/83 to 09/30/84	X									
800	Misc. Fund	$4,125	137	$625	20			$3,500	117	Fiscal Year	10/01/79 to 09/30/84	X	X	X							
900	Revolving Fund	$91,072	3,024	$8,812	282	$31,260	1042	$51,000	1,700	Fiscal Year	Inception to 9/30/84	X									
	TOTALS	$409,520	13,580	$50,000	1,600	$37,200	1,240	$322,320	10,740												

Legend:

(1) Retention dollars not billed to HUD and not paid to contractor(s).

(2) Budget has not been fully expended, therefore grant is considered open.

(3) Touche, Ross & Co is not expected to perform any significant audit work.

(4) Appropriate audit adjusting journal entries to close fund-audit procedure limited and/or not applicable.

(5) Program ending date is not known; however program is thought to be completed.

DESCRIPTION OF EXHIBITS

Financial Statements
A. Balance Sheet
B. Statement of Income and Expense

Supplemental Data
C. Analysis of Surplus
D. Computation of Residual Receipts and Accruing Annual Contributions
E. Computation of Total Deficits and Annual Contributions Earned
F. Computation of Annual Contributions Earned and Project Accounts
G. Statement of Development Cost
H. Statement of Modernization Costs
I. Reconciliation of Development Funds Advanced with Costs
J. Analysis of General Fund Cash Balance

SAN FRANCISCO HOUSING AUTHORITY
DISTRIBUTION OF AUDIT COSTS

Fund	Description	TOTAL ALLOCATED COSTS Amount	Hours	ORIGINAL CONTRACT Amount	Hours	Amendment # 1 Amount	Hours	Amendment # 2 Amount	Hours	Program Period	Audit Period	Exh. A	Exh. B	Exh. C	Exh. D	Exh. E	Exh. F	Exh. G	Exh. H	Exh. I	Exh. J
100	General Fund	$63,750	2,095	$10,000	320			$53,250	1,775	10/01/81 to 09/30/84	10/01/81 to 09/30/84	X		X	X						X
101	Cal 1-38	$1,550	51	$250	8			$1,300	43	11/13/79 to 9/30/84	11/13/79 to 9/30/84	X									
102	Cal 1-39	$2,295	76	$375	12			$1,920	64	09/29/78 to 09/30/84	09/29/78 to 09/30/84	X									
103	Cal 1-40	$1,550	51	$250	8			$1,300	43			X									
104	Cal 1-41	$1,650	55	$250	8			$1,400	47	12/01/82 to 09/30/84	12/01/82 to 09/30/84	X	X								
155	M.O.D. Phase V	$4,250	141	$500	16			$3,750	125	08/05/75 to 9/30/84	10/01/81 to 9/30/84	X			X						
156	M.O.D. Phase VI	$7,150	237	$1,000	32			$6,150	205	10/25/75 to 9/30/84	10/01/81 to 9/30/84	X									
157	M.O.D. Phase VII	$7,150	237	$1,000	32			$6,150	205	08/05/76 to 9/30/84	10/01/81 to 9/30/84	X									
158	M.O.D. Phase VIII	$4,250	141	$500	16			$3,750	125	08/02/78 to 9/30/84	10/01/81 to 9/30/84	X			X						
159	Urban Initiative 901	$11,198	371	$1,688	54			$9,510	317	06/06/79 to 9/30/84	10/01/81 to 9/30/84	X									
160	M.O.D. CA 1-902	$4,250	141	$500	16			$3,750	125	11/16/79 to 9/30/84	10/01/81 to 9/30/84	X									
161	M.O.D. CA-1-903	$4,250	141	$500	16			$3,750	125	11/08/79 to 9/30/84	10/01/81 to 9/30/84	X									
162	M.O.D. CA-1-904	$2,475	82	$375	12			$2,100	70	09/28/81 to 9/30/84	10/01/81 to 9/30/84	X	X								
163	M.O.D. CA-1-905	$4,675	155	$625	20			$4,050	135	03/30/81 to 9/30/84	10/01/81 to 9/30/84	X	X								
164	M.O.D. CA-1-906	$7,375	244	$1,125	36			$6,250	208	07/27/81 to 9/30/84	07/27/81 to 9/30/84	X	X								
165	M.O.D. CA-1 907	$4,675	155	$625	20			$4,050	135	11/30/81 to 9/30/84	11/30/81 to 9/30/84	X	X								
166	M.O.D. CA-1-908	$6,700	222	$1,000	32			$5,700	190	11/30/81 to 9/30/84	11/30/81 to 9/30/84	X	X								
167	M.O.D. CA-1-909	$11,436	379	$1,686	54			$9,750	325	01/12/83 to 9/30/84	01/12/83 to 9/30/84	X	X								
168	M.O.D. CA-1-910	$4,675	155	$625	20			$4,050	135	02/28/84 to 9/30/84	02/28/84 to 9/30/84	X	X								
169	M.O.D. CA-1-911	$4,675	155	$625	20			$4,050	135	12/06/83 to 9/30/84	12/06/83 to 9/30/84	X	X								
204	Urban Anti-Crime	$1,540	51			$240	8	$1,300	43	02/18/81 to (5)	02/18/81 to 09/30/84	X									
205	C.D.B.G. 1975	$960	32			$240	8	$720	24	12/23/75 to 08/07/79	(3)	X									
206	C.D.B.G. 1976	$1,660	55			$360	12	$1,300	43	08/18/77 to 12/31/80	(3)	X									
207	C.D.B.G. 1977	$2,530	84			$480	16	$2,050	68	04/27/77 to 11/30/82	(3)	X									
208	C.D.B.G. 1978	$1,540	51			$240	8	$1,300	43	08/09/78 to 07/31/84	(3)	X									
209	C.D.B.G. 1979	$900	30			$180	6	$720	24	06/01/79 to 07/31/82	(3)	X									
210	C.D.B.G. 1980	$1,480	49			$180	6	$1,300	43	05/01/80 to 07/31/84	(3)	X									
211	C.D.B.G. 1981	$1,480	49			$180	6	$1,300	43	04/01/81 to 07/31/84	(3)	X									
212	C.D.B.G. 1982	$3,720	124			$720	24	$3,000	100	01/29/83 to (2)	(3)	X									
213	C.D.B.G. 1983	$3,720	124			$720	24	$3,000	100	01/02/83 to (2)	(3)	X									
214	C.D.B.G. 1984	$1,540	51			$240	8	$1,300	43	01/31/84 to (2)	(3)	X									
257	E.D.A. 1977	$6,720	224			$720	24	$6,000	200	09/23/77 to (5)	09/23/77 to 09/30/84	X	X	X							
258	Local Public Works	$2,190	72			$240	8	$1,950	64	03/01/78 to (5)	03/01/78 to 09/30/84	X									
300	C.E.T.A. Program	$0	0							Not Applicable (4)	Not Applicable (4)										
400	Section 23	$9,375	311	$1,375	44			$8,000	267	Inception to 9/30/84	10/01/81 to 09/30/84	X	X	X		X	X				X
500	Section 8 - Existing	$73,750	2,444	$10,750	348			$63,000	2,100	03/01/76 to 09/30/84	10/01/81 to 09/30/84	X	X	X		X	X				X
521	Section 8 - M.O.D. Rehab #1	$5,550	184	$750	24			$4,800	160	09/26/79 to 09/30/84	09/26/79 to 09/30/84	X	X	X		X	X				X
522	Section 8 - M.O.D. Rehab #2	$3,500	116	$500	16			$3,000	100	06/30/81 to 09/30/84	06/30/81 to 09/30/84	X	X	X		X	X				X

11. NEW BUSINESS:

(a) RESOLUTION NO. 2696

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 TO A LETTER OF AGREEMENT DATED MARCH 4, 1985 WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY FOR THE SERVICES OF WILBUR W. HAMILTON

* *

WHEREAS, by Resolution No. 2636, the President of the Commission of the Housing Authority of the City and County of San Francisco was authorized to execute a Letter of Agreement with the Redevelopment Agency of the City and County of San Francisco for the services of Wilbur W. Hamilton dated March 4, 1985; and

WHEREAS, the Authority now desires to extend the Agreement for a period of three (3) months;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director be and he is hereby authorized to execute an Amendment to said Agreement extending the term through November 30, 1985 and amending the estimated amount of compensation to $81,944.00.

APPROVED AS TO FORM:

Geraldine L. Chavis, Legal Counsel

Dated: August 21, 1985

(b) RESOLUTION NO. 2697

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 TO A LETTER OF AGREEMENT DATED MARCH 4, 1985 WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY FOR THE SERVICES OF ESTELLE CRAWFORD

* *

WHEREAS, by Resolution No. 2636, the President of the Commission of the Housing Authority of the City and County of San Francisco was authorized to execute a Letter of Agreement with the Redevelopment Agency of the City and County of San Francisco for the services of Estelle Crawford dated March 4, 1985; and

WHEREAS, the Authority now desires to extend the Agreement for a period of three (3) months;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director be and he is hereby authorized to execute an Amendment to said Agreement extending the term through November 30, 1985 and amending the estimated amount of compensation to $31,954.00.

APPROVED AS TO FORM:

Geraldine L. Chavis, Legal Counsel

Dated: August 21, 1985

Mr. Hamilton stated that Resolutions (a) and (b) authorize amendments to Letters of Agreement with the Redevelopment Agency to extend his services and that of his administrative secretary to November 30, 1985.

Commissioner Westbrook moved to adopt Resolution No. 2696 and Resolution No. 2697 and Commissioner Brooks seconded the motion. Resolution No. 2696 and Resolution No. 2697 were UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2698

RESOLUTION AUTHORIZING AMENDMENT NO. 2 TO
PROFESSIONAL SERVICES CONTRACT WITH JANE P. HALE
* *

WHEREAS, by Resolution No. 2640, the San Francisco Housing Authority approved a professional services contract with Jane P. Hale; and

WHEREAS, the Authority now desires to extend the contract for a period of three months;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director be, and he is hereby authorized to execute Amendment No. 2 to said Contract in substantially the form attached hereto.

/Attachment

APPROVED AS TO FORM:

GERALDINE CHAVIS, COUNSEL

DATE: August 21, 1985

Mr. Hamilton stated that this resolution is similar to Resolution (a) and (b) which provides additional time for the services of Jane P. Hale and also reduces the rate of pay from $64/hour to $50/hour.

Commissioner McNamara moved to adopt Resolution No. 2698 and Commissioner Brooks seconded the motion. Resolution No. 2698 was UNANIMOUSLY ADOPTED.

AMENDMENT NO. 2 TO PERSONAL SERVICES CONTRACT
WITH JANE P. HALE DATED THE 28TH DAY OF MARCH, 1985

WHEREAS, both parties to the Personal Services Contract with Jane P. Hale dated the 28th day of March, 1985 wish to extend the contract for another period of three (3) months;

NOW, THEREFORE, the parties do mutually agree to amend as follows:

2. Time of Performance

   a) The services of the Contractor shall continue through November 30, 1985.

3. Compensation and Method of Payment

   Total payments under this Agreement shall not exceed $86,775. Effective September 1, 1985, The Contractor shall bill for her time at a rate of $50.00 per hour.

All other terms and conditions of aforesaid contract are incorporated herein and made a part hereof and are still in force and effect.

In witness hereof the Authority and the Contractor have executed this Amendment No. 2 as of August 22, 1985.

HOUSING AUTHORITY OF THE CITY
COUNTY OF SAN FRANCISCO

_____
WILBUR W. HAMILTON
Interim Executive Director

CONTRACTOR

_____
JANE P. HALE

APPROVED AS TO FORM:

_____
GERALDINE CHAVIS, Legal Counsel

(d) RESOLUTION NO. 2699

RESOLUTION APPROVING THE FINAL APPLICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR FISCAL YEAR 1985 COMPREHENSIVE IMPROVEMENT ASSISTANCE PROGRAM FUNDS

PROJECT NAME	CAL. NUMBER
VALENCIA GARDENS	1-4
BERNAL DWELLINGS	1-5
WESTSIDE COURTS	1-8
NORTH BEACH	1-11
PING YUEN	1-15
ALEMANY	1-16
YERBA BUENA PLAZA EAST	1-18(2)
ALICE GRIFFITH	1-18(4)
PING YUEN NORTH	1-18(6)
HAYES VALLEY	1-18(7)
345 ARGUELLO BOULEVARD	1-29
345 HERMANN	1-30
25 SANCHEZ	1-31
363 NOE STREET	1-34
2698 CALIFORNIA STREET	1-35
227 BAY STREET	1-36
491-31ST AVENUE	1-37

* *

WHEREAS, the Department of Housing and Urban Development has invited this Authority to submit an application for Fiscal Year 1985 Comprehensive Improvement Assistance Program Funds in the amount of $3,062,000; and

WHEREAS, based on the emergency modernization needs of the Authority and in conformance with the requirements and regulations of the Department of Housing and Urban Development's Comprehensive Improvement Assistance Program, these funds should be applied to the following items:

1. Funds to replace the deteriorated site gas distribution systems at the Valencia Gardens and Alemany Housing Projects.

2. Funds to repair structural steel rust damage at the Hayes Valley Housing Project.

3. Funds to correct fire code violations at the following Housing Projects:

Valencia Gardens	Hayes Valley
Bernal Dwellings	345 Arguello Blvd.
Westside Courts	345 Herman Street
North Beach	25 Sanchez Street
Ping Yuen	363 Noe Street
Alemany	2698 Californis Street
Yerba Buena Plaza East	227 Bay Street
Alice Griffith	491-31st Avenue
Ping Yuen North	

WHEREAS, the San Francisco Housing Authority will comply with all policies, procedures and requirements prescribed by HUD for the modernization, including implementation of the modernization in a timely, efficient and economical manner and handling of ongoing management costs consistent with HUD requirements; and

WHEREAS, the modernization program cannot be funded from current operating funds; and

WHEREAS, the proposed physical work meets or exceeds the Modernization Standards of the Department of Housing and Urban Development with those items exceeding the standards being essential for the long-term physical and social viability of the projects; and

WHEREAS, the San Francisco Public Housing Tenants Association has been informed regarding the selection of these projects for emergency modernization by HUD regulations; and

WHEREAS, the San Francisco Housing Authority will comply with applicable civil rights requirements; and

WHEREAS, the San Francisco Housing Authority has adopted the goal of awarding at least 20 percent of the dollar value of the total of the modernization contracts, to be awarded during the subsequent Federal Fiscal Year, to minority business enterprises; and

WHEREAS, the San Francisco Housing Authority has complied with applicable environmental requirements; and

WHEREAS, the projects proposed for Modernization are not located in an identified special flood hazard area; and

WHEREAS, the San Francisco Housing Authority has complied with applicable requirements for lead-based poisoning prevention; and

WHEREAS, the modernization effort will comply with Department of Housing and Urban Development requirements for the physically handicapped; and

WHEREAS, the San Francisco Housing Authority will ensure non-discrimination in the selection of tenants to be rehoused, determination of which tenants require temporary and permanent rehousing, assignment of tenants within the Authority, and provision of assistance to tenants being rehoused, should such rehousing be required as part of these modernization efforts;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the San Francisco Housing Commission formally approve this Final Application for 1985 Comprehensive Improvement Assistance program.

II. That the Executive Director be and he is authorized to apply to the Department of Housing and Urban Development for the necessary funding to accomplish the above described emergency improvements at the listed housing projects.

III. That upon approval of the application for funding by the Department of Housing and Urban Development, the Executive Director be and he hereby is authorized to take all necessary steps to implement the approved program.

IV. That this Resolution become effective immediately.

APPROVED AS TO FORM:

_____ Date: August 21, 1985
Geraldine Chavis, Legal Counsel

Mr. Hamilton stated that this resolution approves the final application to HUD for Comprehensive Improvement Assistance Program Funds.

Commissioner Westbrook moved to adopt Resolution No. 2699 and Commissioner Brooks seconded the motion. Resolution No. 2699 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2700

RESOLUTION APPROVING EXPENDITURES
FOR SUMMER YOUTH ACTIVITIES
* * * * * * * * * * * * * * * * * *

WHEREAS, HUD Regulations (7510.1, Chapter 3, Section 13, Page 4) provide for tenant services expenditures as an allowable cost under the Low-Income housing budget; and

WHEREAS, the Authority has provided funds in past years for Summer Youth Activities;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The following requisitions are approved for Summer Youth Activities:

   a) Requisition No. 34015:
   Amtravel $6,400

   b) Requisition No. 34017:
   Marriott Great America $8,950

APPROVED AS TO FORM:

Geraldine Chavis, Legal Counsel

Date: August 21, 1985

Mr. Hamilton stated that this resolution approves expenditures for summer youth activities.

Commissioner Westbrook moved to adopt Resolution No. 2700 and Commissioner Brooks seconded the motion. Resolution No. 2700 was UNANIMOUSLY ADOPTED.

(f) Motion - Authorizing the Executive Director to forward to the Controller of the City and County of San Francisco a Revised Draft of an Agreement with the City and County of San Francisco to improve procedures and spending controls, maintain reserves, control budgets, provide access to reports and records, employ auditors for annual audits--all to be reviewed by the City with results flowing to the Mayor, Board of Supervisors and Housing Authority Commissioners for the Period Ending September 30, 1986.

Mr. Hamilton stated that this matter came about as a result of the Authority's financial problems. There is a need on the part of the Board of Supervisors and the Mayor for a broader and more in-depth understanding of the fiscal operations of the Authority. President Fussell requested that staff keep track of the amount of effort it takes to comply with this contract in terms of hours and dollars.

Commissioner Chuck moved to adopt the motion as noted above and Commissioner Westbrook seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(g) RESOLUTION NO. 2701

RESOLUTION REQUESTING THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT (OCD) FOR AN EXTENSION OF TIME TO COMPLETE THE IMPLEMENTATION OF CERTAIN LINE-ITEMS IN THE 1982 AND 1983 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONTRACTS

* *

WHEREAS, the San Francisco Housing Authority entered into contracts with the City and County of San Francisco for 1982 Community Development program funds on January 29, 1982 and for 1983 Community Development programs funds on January 2, 1983; and

WHEREAS, there are a few outstanding items to be completed and some "left-over" funds to be reprogrammed; and

WHEREAS, it is anticipated that these items will be completed within eighteen (18) months;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. To request the Mayor's Office of Community Development for contract extensions as follows:

   - for the 1982 CD contract - six (6) months
   - for the 1983 CD contract - eighteen (18) months

2. That the Interim Executive Director of this Authority be, and he is hereby authorized to forward this request to the Mayor's Office of Community Development.

APPROVED AS TO FORM:

Geraldine Chavis, Legal Counsel

Date: August 21, 1985

Mr. Hamilton called on Mrs. Hale who stated that this resolution requests an extension of time from the Office of Community Development on certain items in the 1982 and 1983 Community Development Block Grant Program contracts.

Commissioner Chuck moved to adopt Resolution No. 2701 and Commissioner San Jule seconded the motion. Resolution No. 2701 was UNANIMOUSLY ADOPTED.

Commissioner Westbrook stated that she had some questions regarding the monthly operations report and will bring it up before the Finance Committee.

President Fussell noted that a terminal has been installed in the Commission Room which provides access to tenant data and housing management data enabling the Commission to review specific issues.

Commissioner Brooks asked for a follow-up to the tour taken of the complexes. She had a particular concern for Alemany and asked if anything has been done about the broken glass on the grounds. Mr. Hamilton stated that Mr. Powell has been working

with organizing the children in the area. He also noted that there will be a public workshop on the vacate program.

Visitors - Mr. Hamilton called on the following visitor who filled out a card: Robert McCann, Sunnydale - Child care center in Sunnydale vandalized.

Mr. Hamilton and President Fussell left the meeting at 10:45 in order to meet with the Mayor and Mr. Deasy and Vice President Chuck, respectively, took their places for the remainder of the Commission meeting.

Mr. Deasy called on the remaining visitors who filled out cards: E. J. Powell, Alemany - pigeon problem in Alemany; Jewell Green - Section 8.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of August 22, 1985 was adjourned at 11:00 a.m.

JAMES G. FUSSELL, JR., President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

1. ROLL CALL.

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE SAN FRANCISCO, CALIFORNIA 94124

SF
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#4
8/29/85
Special

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NOTICE OF SPECIAL MEETING

The Commission of the San Francisco Housing Authority will conduct a Special Meeting on Thursday, August 29, 1985 at 9:00 a.m., in the Commission Room at 1815 Egbert Street.

The item for discussion will be:

1. Personnel Matter

Immediately following the Special Meeting, the Commission will meet in an Executive Session for the purpose of discussing a personnel matter and to consider such other business as may be necessary and proper in connection therewith.

for Jane P. Hale

Wilbur W. Hamilton
Acting Secretary/Executive Director

Dated at San Francisco, California this 27th day of August, 1985.

1. ROLL CALL:

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8/29/85
Special

AGENDA

* * * * * *

Special Meeting
San Francisco Housing Authority
9:00 a.m., August 29, 1985

1815 Egbert Street
San Francisco, California

ROLL CALL:

James G. Fussell, President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

APPROVAL OF AGENDA:

VISITORS:

NEW BUSINESS:

(1) Personnel Matter

ADJOURNMENT:

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for Jane B. Hale
Wilbur W. Hamilton
Acting Secretary, Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Special Meeting Held:
Thursday, August 29, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 1815 Egbert Avenue, San Francisco, California on Thursday, August 29, 1985 at 9:00 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:08 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Preston Cook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Jane Hale, Acting Deputy Executive Director
Vickie Arnold, Director of Personnel

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2. VISITORS:

None

3. APPROVAL OF AGENDA:

President Fussell stated that this was a special meeting dealing with personnel matters.

4. NEW BUSINESS:

The business before the Commission, which required a closed session, was to review the prospective candidates for the position of Executive Director.

5. ADJOURNMENT:

The Special Commission meeting of August 29, 1985 adjourned and went into Executive Session.

/s/ James G. Fussell
JAMES G. FUSSELL, President

/s/ Wilbur W. Hamilton
WILBUR W. HAMILTON
Interim Executive Director/Secretary

1. ROLL CALL.

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A G E N D A
* * * * * * *

Special Meeting
San Francisco Housing Authority
9:30 a.m., September 5, 1985

1815 Egbert Street
San Francisco, California

ROLL CALL:

James G. Fussell, President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

APPROVAL OF AGENDA:

VISITORS:

NEW BUSINESS:

(1) Personnel Matter

ADJOURNMENT:

for Jane P. Hale
Wilbur W. Hamilton
Acting Secretary, Executive Director

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Special

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Special Meeting Held:
Thursday, September 5, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in special session at 1815 Egbert Avenue, San Francisco, California on Thursday, September 5, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:35 a.m.

Roll Call found the following members to be:

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PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Preston Cook, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Jane Hale, Acting Deputy Executive Director
Vickie Arnold, Director of Personnel

2. VISITORS:

None

3. APPROVAL OF AGENDA:

President Fussell stated that this was a special meeting dealing with personnel matters.

4. NEW BUSINESS:

The business before the Commission, which required a closed session, was to make the final selection from the candidates for the Executive Director position.

5. ADJOURNMENT:

The Special Commission meeting of September 5, 1985 adjourned and went into Executive Session.

JAMES G. FUSSELL, President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

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SEPTEMBER 6, 1985

PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, SEPTEMBER 12, 1985 AT 1815 EGBERT STREET.

WILBUR W. HAMILTON
INTERIM EXECUTIVE DIRECTOR/SECRETARY

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12/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, September 12, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES: Special Meetings, August 12 and August 29, 1985; Regular Meeting, August 22, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

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9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Presentation of the Rosa Parks' Design Award

   (b) Resolution Authorizing the Commission to Execute a Compliance Agreement with HUD concerning Handicapped Admissions in Senior Projects.

   (c) Resolution Approving Change Orders to the Phoenix-Simpton Company Contract to repair vacant units at Hayes Valley, CAL 1-18 (7).

   (d) Resolution Approving Write-off of Vacated Tenant Accounts Receivable.

   (e) Analysis of Fire Insurance proceeds in the repair of vacant Public Housing Units.

12. ADJOURNMENT:

for Jane P. Hale

WILBUR W. HAMILTON
Acting Secretary/Executive Director

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9/12/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes
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Regular Meeting Held:
Thursday, September 12, 1985

1815 Egbert Avenue
San Francisco, CA CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, September 12, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT:
James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

A quorum was present.

ALSO PRESENT:
Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Marjorie Thomas, 3580-18th Street
Doris Anderson
Cleo Beam
Pauline Ruth, EOC
Stephan Rico, Sunnydale Pre-school Director and Teacher
Ronald Culp, Phoenix-Simpton Co.
Margaret Steiner
Christine Neal
Maybelline Hubbard

3. APPROVAL OF AGENDA:

Mr. Hamilton requested the addition of two items to the agenda: (f) Resolution Authorizing a Request to the San Francisco Public Utilities Commission and the Municipal Railway Department for Temporary Re-Routing of Transportation Services and (g) Resolution Authorizing Payment of Expenses for Travel, Food and Lodging for Mr. James E. Clay, Newly Appointed Executive Director. Commissioner Cook requested the addition of the following two items: Investment Policy of the Housing Authority and Location of Commission Meetings. Commissioner Westbrook moved to add the four items to the agenda and Commissioner McNamara seconded the motion. The motion was UNANIMOUSLY ADOPTED.

Commissioner San Jule moved to adopt the agenda of September 12, 1985 as amended and Commissioner Brooks seconded the motion. The amended agenda of September 12, 1985 was UNANIMOUSLY ADOPTED.

4. APPROVAL OF MINUTES:

Commissioner Westbrook moved to approve the minutes of the special meetings of August 12, 1985 and August 29, 1985 and the regular meeting of August 22, 1985 and Commissioner Brooks seconded the motion. The minutes were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Hamilton stated that he has received formal communication from Mr. James E. Clay accepting the appointment of Executive Director of the Authority. Mr. Clay will be in the city tomorrow for some meetings with staff to begin his preliminary briefings and to look at the housing situation. It is also hoped that arrangements can be made for his meeting with members of the Commission if possible. His first official day on the job will be October 7, 1985.

6. REPORT OF SECRETARY:

Mr. Hamilton stated that he will appear before the Finance Committee of the Board of Supervisors on September 13, at 10:00. The first item on the agenda is the matter of Payment in Lieu of Taxes (PILOT) forgiveness for the Authority, which is a critical element of the Authority's long range workout plan. The amount involved is $700,000 plus.

7. COMMITTEE REPORT:

Finance Committee - President Fussell reported that the Finance Committee met, Friday, September 6 and that the items considered are on the agenda under new business.

8. REPORT OF COUNSEL:

None. Commissioner Westbrook expressed her concern that there has not been a report from legal counsel for the past several months.

9. TENANT REPRESENTATIVE REPORT:

Maybelline Hubbard, President of PHTA, read and submitted the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) PRESENTATION OF THE ROSA PARKS' DESIGN AWARD

Mr. Hamilton stated that the American Institute of Architects has given an Award of Honor for Design Excellence for the rehabilitation efforts of Rosa Parks Senior Apartments. He introduced Mr. Bob Marquis of Marquis and Associates who came forward with the award. Mr. Marquis thanked everyone involved in the project and introduced Ms. Gita Dev of Marquis and Associates who was the project architect. President Fussell requested that the award be displayed prominently in the lobby of Rosa Parks Senior Apartments.

(b) RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE COMMISSIONERS TO ENTER INTO A COMPLIANCE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONCERNING HANDICAPPED ADMISSIONS IN SENIOR PROJECTS

* *

WHEREAS, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap/disability in federally assisted programs; and

WHEREAS, Federal law and regulations promulgated by the Department of Housing and Urban Development (hereinafter referred to as HUD) define "elderly family" to include "disabled or handicapped persons"; and

WHEREAS, HUD has required that a Compliance Agreement be entered between the Authority and HUD to assure that handicapped/disabled applicants for public housing are not discriminated against;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. It is the policy of this Authority that the Authority shall not discriminate against any qualified handicapped/disabled person in the terms, conditions, privileges of rental or occupancy of elderly dwelling units owned or managed by the Authority.

2. The Chairman and the Executive Director are authorized to execute a Compliance Agreement with HUD in substantially the form as attached hereto and made a part hereof.

3. This Resolution is to take effect immediately.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Hamilton stated that there are still some matters being reviewed regarding this resolution and requested tabling it. President Fussell requested a thorough review by Counsel of this agreement.

Commissioner Westbrook moved to table this resolution and Commissioner McNamara seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2702

RESOLUTION APPROVING CHANGE ORDERS TO PHOENIX-SIMPTON COMPANY CONTRACT TO REPAIR VACANT UNITS AT HAYES VALLEY, CAL 1-18(7)

* *

WHEREAS, a contract was established with the Phoenix-Simpton Company to provide repairs to vacant units at Hayes Valley; and

WHEREAS, additional work was required to these apartments beyond the work specified in the original contract; and

WHEREAS, this additional work was necessary to make these apartments safe, sanitary, and habitable and was in the best interest of the Authority to complete; and

WHEREAS, the cost of this extra work will be $22,219.03; and

WHEREAS, the cost established for this extra work has been reviewed by Authority staff and found to be reasonable;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The change orders for this additional work be approved in the amount of $22,219.03.

2. The Interim Executive Director is authorized to execute said Change Orders.

3. This Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

DATE: _____

President Fussell stated that this item went before the Finance Committee and was discussed extensively. The Finance Committee expressed concerns about the bidding process and how quickly vacate repair units are returned to the rent rolls. Mr. Hamilton called on Mr. Ronald Culp from Phoenix-Simpton who addressed the Commission regarding the difficulties he has had receiving payment for the work done.

President Fussell suggested that the Audit Committee meet in the near future and, using this contract as an example, review the bid and contracting process in detail and report back to the Commission.

Commissioner San Jule moved to adopt Resolution No. 2702 and Commissioner Brooks seconded the motion. Resolution No. 2702 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2703

RESOLUTION APPROVING WRITE-OFF OF
VACATED TENANT ACCOUNTS RECEIVABLE
* * * * * * * * * * * * * * * * * * *

WHEREAS, HUD Handbook, 7511.1, Chapter 11, Section 1, details procedures relative to the write-offs of Tenant Accounts Receivable; and

WHEREAS, the Handbook requires that the write-offs of Tenant Accounts Receivable must be approved by the Board of Commissioners or by a designated official to whom such authority has been delegated by resolution of the Board of Commissioners; and

WHEREAS, the Board of Commissioners are authorized by Resolution No. 2689, dated August 8, 1985 to write off vacated accounts;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City and County of San Francisco that:

1. Vacated accounts are approved for write-off as follows:

July 1985 - $28,414.60

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Hamilton stated that this resolution identifies additional tenant accounts receivable to be written off in the amount of $28,414.60. A discussion followed regarding the large amounts written off of some of the accounts and the process for collection.

Commissioner Cook moved to adopt Resolution No. 2703 and Commissioner Brooks seconded the motion. Resolution No. 2703 was UNANIMOUSLY ADOPTED.

(e) ANALYSIS OF FIRE INSURANCE PROCEEDS IN THE REPAIR OF VACANT PUBLIC HOUSING UNITS

Mr. Hamilton called on Mr. Deasy who went over the report submitted by staff on the use of fire insurance proceeds in the repair of vacant housing units. Several concerns were raised by the Commission regarding the risks, if any, of leaving the fire damaged units unrepaired and not using the insurance funds for that purpose.

Commissioner Westbrook moved to accept the Analysis of Fire Insurance Proceeds in the Repair of Vacant Public Housing Units dated September 6, 1985 and adopt the recommendation contained in the report (see attached) and Commissioner Brooks second the motion. The motion was UNANIMOUSLY ADOPTED.

(f) RESOLUTION NO. 2704

RESOLUTION AUTHORIZING A REQUEST TO
SAN FRANCISCO PUBLIC UTILITY COMMISSION
AND MUNICIPAL RAILWAY DEPARTMENT FOR
TEMPORARY RE-ROUTING OF TRANSPORTATION SERVICES
* *

WHEREAS, the Housing Authority of the City and County of San Francisco (hereinafter referred to as the "Housing Authority") has recently centralized its administrative offices to 1815 Egbert Avenue, San Francisco, California; and

WHEREAS, the Housing Authority shall remain at this location for approxiamtely two (2) years; and

WHEREAS, many public housing tenants and applicants for public housing must come to said office for information and services; and

WHEREAS, many senior citizens, disabled persons and families with small children are experiencing extreme difficulty in walking the considerable distance (up to six (6) blocks, roundtrip) between the various bus stops and the Housing Authority office;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the San Francisco Public Utilities Commission and the San Francisco Municipal Railway Department be requested to institute expeditiously a temporary re-routing of the appropriate transportation line in order to provide adequate accessibility to the Housing Authority offices to meet the public needs.

2. That this resolution take effect immediately.

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

DATE: _____

Mr. Hamilton stated that since relocating and centralizing the administrative offices to Egbert Avenue, there have been several complaints from tenants and applicants regarding public transportation. This resolution authorizes a request to the San Francisco Public Utilities Commission and the Municipal Railway Department to temporarily reroute the appropriate bus lines to provide better access to 1815 Egbert Avenue.

Commissioner Brooks moved to adopt Resolution No. 2704 and Commissioner McNamara seconded the motion. Resolution No. 2704 was UNANIMOUSLY ADOPTED.

SAN FRANCISCO
HOUSING AUTHORITY
1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • (415) 468-3800

September 6, 1985

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

James Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan M. San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, President
James McNamara, Commissioner

FROM: INTERIM EXECUTIVE DIRECTOR

SUBJECT: ANALYSIS OF FIRE INSURANCE PROCEEDS IN THE REPAIR OF VACANT PUBLIC HOUSING UNITS

At the request of Commissioner Cook, staff has prepared an analysis of the utilization of the fire insurance proceeds in the repair of vacant units. During the past twelve month period the Housing Authority has experienced 36 fire incidents. Most of these incidents were minor in nature and did not require the use of insurance proceeds or extensive rehabilitation efforts to return the units or common areas affected, to usable condition. However, there were five major fires which resulted in rehabilitation cost estimates in the amount of $126,000. Assuming a 10% charge against this estimate for the initial clean-up and securing of the damaged units, roughly $113,000 is available and currently earmarked for the repair of five units.

However, if the available proceeds from the fire insurance company and the budgeted authority allocated to cover the deductible portion related to the fire insurance claim were used to repair vacant units in the normal turnover process, a combination of senior and family vacant units totalling 42 could be repaired with the available funds. As an example, the repair of 20 family units at approximately $3500 per unit and the repair of 22 senior units at the rate of $2000 per unit would result in the repair and rerenting of 42 units. Under the circumstances facing the Authority, wherein the level of vacant units has slowly risen to approximately 300 during the past few months, and the fact that the Housing Authority must rely on outside sources of funding to secure the repair of family vacant units, the use of fire insurance proceeds for the repair of normally vacated units is recommended. Under such a program, roughly $113,000 will be

immediately allocated to the repair of vacant units and the fire damaged units, which have been secured, will be held over until funding for major repairs of vacant units is available. It is anticipated that HUD may entertain such a proposal in the process of reprogramming Modernization funds currently assigned to the Plaza West development.

Based on available funds, the following work program is recommended:

Insurance Proceeds (less 10%)		Cost/Unit	Repaired Units
Senior	$44,000	$2000	22
Family	$69,500	$3500	20
		Total Units	42

Given the significant spread between 5 repaired fire damaged units and 42 routine vacancies returned to occupied status along with the potential use of MOD funds for the repair of seriously damaged units, I urge Commission approval of the use of current fire insurance and deductible funds in the repair of routine vacant units.

Jane B. Hale
for Wilbur W. Hamilton

WWH:BTD:th/MS7
cc: Jane Hale
Tim Washington
Dennis Guest
Effie Robinson

(g) RESOLUTION NO. 2705

RESOLUTION AUTHORIZING THE PAYMENT OF EXPENSES FOR TRAVEL, FOOD AND LODGING FOR THE NEWLY APPOINTED EXECUTIVE DIRECTOR, MR. JAMES E. CLAY

* *

WHEREAS, Mr. James E. Clay has been appointed Executive Director of the San Francisco Housing Authority; and

WHEREAS, it has become necessary that he be in San Francisco on September 12 through September 14, 1985 to attend work-related meetings and identify temporary housing; and

WHEREAS, the expenditure for travel, food and lodging will not exceed $1,500.00,

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Interim Executive Director of this Authority is authorized to spend an amount not to exceed $1,500. for all related expenses.

2. That all travel expenditures and reimbursements be in conformance with the travel policy of the Authority.

APPROVED AS TO FORM:

_____

Geraldine Chavis, Legal Counsel

DATED: _____

Mr. Hamilton stated that this resolution authorizes travel expenditures for the newly appointed executive director, Mr. James E. Clay who will be arriving in San Francisco this evening.

Commissioner Brooks moved to adopt Resolution No. 2705 and Commissioner Westbrook seconded the motion. Resolution No. 2705 was UNANIMOUSLY ADOPTED.

(h) INVESTMENT POLICY OF THE AUTHORITY

Commissioner Cook requested that staff prepare for the Commission an evaluation of what the investment policy is of the City regarding the new ordinance that has been adopted by the Board of Supervisors regarding the South African sanctions and review the Authority's compliance in that regard. Also, if the Authority is not complying with those sanctions, provide some recommendations on how the Authority can comply and the ramifications. President Fussell also requested detailing the costs involved. Commissioner San Jule moved that the above evaluation be conducted by staff and Commissioner Westbrook seconded the motion. The motion was UNANIMOUSLY ADOPTED.

(i) LOCATION OF COMMISSION MEETINGS

For discussion purposes only, Commissioner Cook inquired into the feasibility of moving the location of Commission meetings to Room 282 at City Hall. After a brief discussion, it was the general consensus to keep the Commission meetings at 1815 Egbert Avenue.

Visitors - Mr.Hamilton called on the following visitors: Marjorie Thomas, Doris Anderson, E.J. Powell, Cleo Beam, Pauline Ruth, Stephan Rico, Annie Rose, Robert McCann, Jimmie Mumphery, James Franklin.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of September 12, 1985 was adjourned at 11:45 a.m.

JAMES G. FUSSELL, JR., President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, SEPTEMBER 26, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO, CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

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3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

   Special Meeting of September 5, 1985
   Regular Meeting of September 12, 1985

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

   1) PHTA
   2) Senior Citizens Citywide Council

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Authorizing the Interim Executive Director to Execute a Contract Between the San Francisco Housing Authority and Lawrence Berkeley Laboratory to Design and Conduct a Tenant Incentive Energy Conservation Program

   (b) Resolution - Authorizing the Renewal of the Current Health Plan Agreements for all Eligible San Francisco Housing Authority Employees and their Dependents

   (c) Resolution - Authorizing the Purchase of Computer Programming Services and Equipment

New Business (cont.)

(d) Resolution - Authorizing the Purchase of a Printer from the Decision Data Corporation for the Maintenance Department of the San Francisco Housing Authority

(e) Resolution - Authorizing an Exemption that Will Permit the Director of Information Systems to Work Paid Overtime for a Limited Period

(f) Resolution - Authorizing Award of Contract for Replacement of Existing Roofing at Woodside Gardens, Cal 1-18(1) and 345 Hermann Street, Cal 1-30

(g) Resolution - Authorizing an Amendment to the Demakas Heating Contract for Emergency Boiler Plant Repairs at North Beach Project, Cal 1-11, Housing Authority Project No. 09

(h) Resolution - Authorizing Award of Contract for a Concrete Ramp, Asphalt Walkway and an Asphalt Basketball Court at the Alice Griffith Community Center, Cal 1-18(4)

(i) Resolution - Awarding a Contract to "OPIS" for Planning and Design Services in Connection with the Cal 1-41, 440 Turk Street Development

(j) Resolution - Authorizing Staff to Explore the Use and Possible Development of a Housing Project for Senior Citizens on Portions of the Cal 1-18(6) Ping Yuen North Property

12. ADJOURNMENT:

for Jane P. Hale
WILBUR W. HAMILTON
Acting Secretary/Executive Director

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9/26/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Regular Meeting Held:
Thursday, September 26, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, September 26, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President (arrived 9:35)
Joan San Jule, Commissioner
Preston Cook, Commissioner (arrived 9:32)
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

A quorum was present.

ALSO PRESENT: Wilbur W. Hamilton, Interim Executive Director
Geraldine Chavis, Legal Counsel (arrived 9:35)

2. VISITORS:

Maybelline Hubbard, PHTA
Michelle Randall
Paula Carroll
Christine Neal, Alice Griffith
Rosalyn Koo, Pine View Housing Corporation
Yvonne Lee, Pine View Housing Corporation
Jewel Green, Hunters View

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3. APPROVAL OF AGENDA:

Commissioner Westbrook moved to approve the agenda of September 26, 1985 and Commissioner Brooks seconded the motion. The agenda of September 26, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Westbrook moved to approve the minutes of the special meeting of September 5, 1985 and Commissioner Brooks seconded the motion. The minutes of September 5, 1985 were UNANIMOUSLY APPROVED.

Commissioner Westbrook moved to approve the minutes of the regular meeting of September 12, 1985 and Commissioner Brooks seconded the motion. The minutes of September 12, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Finance Committee - President Fussell stated that the Finance Committee did meet and all items considered at the Finance Committee are on the agenda as new business, items A through I. All were referred by the Finance Committee to the full Commission for approval.

8. REPORT OF COUNSEL:

Counsel Geraldine Chavis stated that the written report was being prepared and is forthcoming.

9. TENANT REPRESENTATIVE REPORT:

Zakiyyah Mahasin of PHTA submitted and read the Report of PHTA Activities. President Fussell stated that he hoped that the tenants attend the crime prevention meeting being held at Sunnydale tonight, September 26. The problem of increased drug trafficking around the projects is very serious.

Thelma Kavanagh, President Senior Citizen Citywide Council, submitted and read the report of the Council.

10. UNFINISHED BUSINESS:

Commissioner Cook asked about the status of the report on the Authority's compliance with the new city ordinance regarding investments in South Africa. He was not familiar with the policy and would like further information on it and whether or not the Authority is in compliance with the policy.

11. NEW BUSINESS:

(a) RESOLUTION NO. 2706

RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND LAWRENCE BERKELEY LABORATORY TO DESIGN AND CONDUCT A TENANT INCENTIVE ENERGY CONSERVATION PROGRAM

* *

WHEREAS, on July 11, 1985, the Commission of the Housing Authority of the City and County of San Francisco adopted Resolution No. 2680, approving an agreement with the City and County of San Francisco, providing funds for energy conservation work for Authority Housing Projects; and

WHEREAS, a portion of this agreement provides funding to conduct an experiment to determine if cash incentives to residents will result in energy savings at master metered projects; and

WHEREAS, the agreement also provides $35,000 to retain Lawrence Berkeley Laboratory to design and conduct this experiment; and

WHEREAS, Lawrence Berkeley Laboratory's Building Energy Analysis Group is very familiar with the Authority's energy conservation efforts and public housing energy conservation issues in general; and

WHEREAS, Lawrence Berkeley Laboratory has submitted a proposal to provide these services to the Authority at a cost of $35,000.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Interim Executive Director be and he is authorized to execute an Agreement with Lawrence Berkeley Laboratory to design and conduct a tenant incentive energy conservation program for a total cost of $35,000.

II. That this Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Mr. Hamilton stated that this resolution authorizes the execution of a contract between the Authority and Lawrence Berkeley Laboratory to design and conduct a tenant incentive energy conservation program.

Commissioner McNamara moved to adopt Resolution No. 2706 and Commissioner Westbrook seconded the motion. Resolution No. 2706 was UNANIMOUSLY ADOPTED.

President Fussell requested that staff forward a copy of the Lawrence Berkeley Laboratory Proposal to PHTA.

(b) RESOLUTION NO. 2707

RESOLUTION AUTHORIZING THE RENEWAL OF THE CURRENT HEALTH PLAN AGREEMENTS FOR ALL ELIGIBLE SAN FRANCISCO HOUSING AUTHORITY EMPLOYEES AND THEIR DEPENDENTS

* *

BE IT RESOLVED, by the Board of Commisioners of the San Francisco Housing Authority that the Bay Pacific, Heals, Kaiser and Blue Cross Prudent Buyer II health plan coverages will continue to be offered as part of the Authority benefit package, for a period not to exceed October 1, 1986, and be it further

RESOLVED that effective October 1, 1985 the San Francisco Housing Authority will increase its contribution toward health coverage to 60% of the monthly premium costs, as illustrated in Attachment "A" of this Resolution; and be it further

RESOLVED that the Acting Executive Director of this Authority, or his designee, is hereby authorized to enter into contractual agreements with these designated Health Plan Carriers.

APPROVED AS TO FORM:

_____
Geraldine Chavis
Legal Counsel

Date_____

/Attachment

President Fussell stated that this resolution went before the Finance Committee. This resolution authorizes the renewal of the current health plan agreements being offered to Authority employees. Commissioner McNamara questioned the cost effectiveness of offering four different health plans. President Fussell replied that the Finance Committee requested that the Personnel Department review the general benefits insurance issue and make future recommendations on the benefits offered with cost consideration and service to employees being the key concerns.

Commissioner Westbrook moved to adopt Resolution No. 2707 and Commissioner Brooks seconded the motion. Resolution No. 2707 was UNANIMOUSLY ADOPTED.

INTEROFFICE MEMORANDUM

To	Attention of	Date
INTERIM EXECUTIVE DIRECTOR	WILBUR W. HAMILTON	September 13, 1985
From: DIRECTOR OF PERSONNEL	Subject: HEALTH PLAN PREMIUMS FY 1985/86	

Listed below are the health plan premiums which are effective October 1, 1985.

	TOTAL MONTHLY PREMIUM	PRORATED COST EMPLOYER	PRORATED COST EMPLOYEE	EMPLOYEE BI-WEEKLY PAYROLL DEDUCTION
BAY PACIFIC				
Employee only	$ 86.50	$ 51.90	$ 34.60	$17.30
Two-Party	$190.50	$114.30	$ 76.20	$38.10
Family	$251.00	$150.60	$100.40	$50.20
Medicare	$ 64.50	$ 38.70	$ 25.80	$12.90
KAISER				
Employee only	$ 74.26	$ 44.56	$ 29.70	$14.85
Two-Party	$148.52	$ 89.11	$ 58.41	$29.71
Family	$215.46	$129.28	$ 86.18	$43.09
Medicare	$ 52.50	$ 31.50	$ 21.00	$10.50
HEALS				
Employee only	$ 81.90	$ 49.41	$ 32.76	$16.38
Two-Party	$191.90	$115.14	$ 76.76	$38.38
Family	$225.12	$135.07	$ 90.05	$45.03
Medicare	$ 68.12	$ 40.87	$ 27.25	$13.63
BLUE CROSS				
Employee only	$106.59	$ 63.95	$ 42.64	$21.32
Two-Party	$213.18	$127.91	$ 85.27	$42.64
Family	$259.51	$155.71	$103.80	$51.90

ATTACHMENT: "A"

3025/A-1

(c) RESOLUTION NO. 2708

RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER PROGRAMMING SERVICES AND EQUIPMENT

* *

WHEREAS, the Program Development Department has need of programming services for development of a construction contract monitoring and reporting system for a personal computer system; and

WHEREAS, requests for written proposals were solicited from suppliers of such services and only one responded; and

WHEREAS, the responding supplier, Small Systems Computer Consultants, Pleasant Hill, CA, proposed adequate services and equipment upgrade devices for development of the requested system at a cost of $4,200.00 for programming services, $995.00 for language software and $900.00 for a 10BM hard disk add-on, totalling $6,095.00; and

WHEREAS, the Program Development Department requests an additional $300.00 of services from the proposer for development of additional reports; and

WHEREAS, funds for such services and equipment purchases are available in the 1985 Low Rent Budget;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1) The Interim Executive Director is authorized to execute said services and equipment purchase agreement with Small Systems Computer Consultants for an amount not to exceed $6,400.00.

2) This Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this resolution authorizes the purchase of computer programming service and equipment that will allow the IBM personal computer to track all construction activities within the Authority. The Finance Committee has reviewed this matter and recommends approval by the full Commission.

Commissioner McNamara moved to adopt Resolution No. 2708 and Commissioner San Jule seconded the motion. Resolution No. 2708 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2709

RESOLUTION AUTHORIZING THE PURCHASE OF A PRINTER FROM THE DECISION DATA CORPORATION FOR THE MAINTENANCE DEPARTMENT OF THE SAN FRANCISCO HOUSING AUTHORITY

* *

WHEREAS, a requirement analysis has defined a need for a printer of specific capability; and

WHEREAS, a review has been made of four different printers of similar capability; and

WHEREAS, the first phase of the automated maintenance system has been completed; and

WHEREAS, the amount of $6,000.00 has been budgeted;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Procurement Department of this Authority is authorized to purchase a printer from the Decision Data Corporation for an amount not to exceed $6,000.00.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this resolution authorizes the purchase of a printer to be used in the Maintenance Department.

Commissioner Cook moved to adopt Resolution No. 2709 and Commissioner Westbrook seconded the motion. Resolution No. 2709 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2710

RESOLUTION AUTHORIZING AN EXEMPTION THAT WILL PERMIT THE DIRECTOR OF INFORMATION SYSTEMS TO WORK PAID OVERTIME FOR A LIMITED PERIOD

* *

WHEREAS, a requirement analysis has defined a need for the automation of the Leased Housing applications process; and

WHEREAS, an analysis has determined that the Director of Information Systems is the person capable of completing the project by October 31, 1985; and

WHEREAS, the amount of $8,238.00 has been budgeted;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Director of Information Systems is authorized to work overtime at the rate of time and a half for a period not to exceed six weeks and at a cost not to exceed $8,238.00.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this resolution is related to opening up of the Section 8 waiting list in October. It is expected that there will be a substantial number of applicants and that the application process needs to be automated. This resolution authorizes the Director of Information Systems to put in the necessary overtime to get the job done to meet the October deadline.

Commissioner San Jule moved to adopt Resolution No. 2710 and Commissioner Westbrook seconded the motion. Resolution No. 2710 was UNANIMOUSLY ADOPTED.

(f) RESOLUTION NO. 2711

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR REPLACEMENT OF EXISTING ROOFING AT WOODSIDE GARDENS, CAL 1-18(10), AND 345 HERMAN STREET, CAL 1-30

* *

WHEREAS, On November 13, 1981, the Housing Authority of the City and County of San Francisco, entered into a contract with Western Roofing Service Company, hereafter called "Contractor", to replace the existing roofing at Projects CAL 1-18(10), and CAL 1-30; and

WHEREAS, the contract documents instructed the Contractor to install the new roofing cover atop the existing roofing cover; and

WHEREAS, as the result of deficiencies in the existing roof and the placement of the new roof by the Contractor, the Housing Authority entered into a negotiation with the Contractor to correct a problem associated with the roofing cover and the results of the negotiations were that the Contractor would incur 50% of the cost of installing a new roof atop each of the referenced projects and that the Housing Authority would incur the cost of installing 50% of the new roof and 100% of the demolition of the original roofing and 100% of the provision of new insulation; and

WHEREAS, this division of cost will be $40,599 to Contractor and $106,000 to the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

I. That the Executive Director is authorized to enter into a contract with Western Roofing Service Company for an amount not to exceed $106,000 on behalf of this Authority.

II. That this action does not constitute notice to the Contractor of an Award of Contract and no award shall be effective until the Contractor is given a written notice thereof.

III. That this action is contingent upon receipt and approval of the Contractor's Affirmative Action Planning Program, and evidence of bondability.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this resolution authorizes the award of a contract for roofing work at Woodside Gardens and 345 Hermann Street.

Commissioner Brooks moved to adopt Resolution No. 2711 and Commissioner San Jule seconded the motion. Resolution No. 2711 was UNANIMOUSLY ADOPTED.

(g) RESOLUTION NO. 2712

RESOLUTION AUTHORIZING AN AMENDMENT TO DEMAKAS HEATING CONTRACT FOR EMERGENCY BOILER PLANT REPAIRS AT NORTH BEACH PROJECT, CAL 1-11 HOUSING AUTHORITY PROJECT NO. 09

* *

WHEREAS, Contract No. 8500602 now exists with Demakas Plumbing and Heating Inc. to provide repairs to heating systems throughout the Housing Authority; and

WHEREAS, additional emergency extraordinary maintenance repair work is required beyond the scope of work and the dollar amount authorized in the current contract; and

WHEREAS, this additional work is necessary to make the affected apartments safe, sanitary and habitable and to conserve energy and is in the best interest of the Authority; and

WHEREAS, the cost of this emergency work will not exceed $27,986; and

WHEREAS, funds are available in the extraordinary maintenance line item of the current budget; and

WHEREAS, the required work and the established cost for this additional work has been reviewed by Authority staff and found to be reasonable;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. An amendment to the Demakas Plumbing and Heating Contract No. 8500602 for the additional required emergency heating repair work be approved in the amount of $27,986.

2. That the Interim Executive Director is authorized to execute said Amendment.

3. That this Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this resolution authorizes an amendment to Demakas Heating Contract for emergency boiler work. Because of age, the boilers in North Beach are in jeopardy of immediate break down which would mean no hot water in that area. There is work to be done at 445 Bay, 491 Bay and 1120 Columbus Ave.

Commissioner Cook moved to adopt Resolution No. 2712 and Commissioner San Jule seconded the motion. Resolution No. 2712 was UNANIMOUSLY ADOPTED.

(h) RESOLUTION NO. 2713

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR A CONCRETE RAMP, ASPHALT WALKWAY AND AN ASPHALT BASKETBALL COURT AT THE ALICE GRIFFITH COMMUNITY CENTER, CAL 1-18(4)

* *

WHEREAS, the Department of Housing and Urban Development in their CA-1-903 and CA-1-905 Modernization allocations have provided funds to the San Francisco Housing Authority for site improvements at Alice Griffith, CAL 1-18(4); and

WHEREAS, the site improvements planned include a new basketball court, picnic area, paths and concrete ramp to the newly developed community center in the project; and

WHEREAS, on July 1, 1985, the Authority advertised for bids for the concrete ramp, paths, and asphalt basketball court with no bidders responding; and

WHEREAS, on July 28, 1985, this work was readvertised for bids; and

WHEREAS, on August 15, 1985, the following bid was received for the work, publicly opened and read aloud:

TAMAL CONSTRUCTION COMPANY $ 43,913.00

WHEREAS, the Authority has evaluated the bid and found the bid to be in order; and

WHEREAS, the Tamal Construction Company is an established concrete construction company that has performed quality work for the Authority in the Hunters Point A renovation project; and

WHEREAS, the Tamal Construction Company has agreed to lower their proposal to $40,647.00 if asphalt material is substituted for concrete in the path areas; and

WHEREAS, such a substitution is acceptable; and

WHEREAS, funding is available in the CA-1-903 and CA-1-905 Modernization Budgets for this amount.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That a contract for the work be awarded to Tamal Construction Company in the amount of $40,647.00.

2. That this action shall not constitute notice to the bidder of the award of contract, and no award shall be effective until the contractor is given written notice thereof.

3. That this action is contingent upon receipt and approval of the Contractor's Affirmative Action Program and evidence of bondability.

4. That the Secretary/Executive Director is authorized and is directed to execute a contract with the above mentioned Contractor on behalf of this Authority.

APPROVED AS TO FORM:

_____ Date: _____

Legal Counsel

President Fussell stated that this resolution authorizes the award of contract for concrete ramp, asphalt walkway and a basketball court at Alice Griffith Community Center in the area where the Commission approved the removal of the unsalvagable buildings. Commissioner Westbrook expressed her concern that the area be secured so that it does not turn into a parking lot. President Fussell requested that signs be posted and cars towed if necessary. Commissioner Westbrook asked about the feasibility of having a facility which would provide meeting space on the ground floor with senior housing over it. She noted that there is very little senior housing in that area. President Fussell requested that staff study the feasibility of the Authority building senior housing in the Potrero/Bayview/Hunters Point area.

Commissioner Chuck moved to adopt Resolution No. 2713 and Commissioner Cook seconded the motion. Resolution No. 2713 was UNANIMOUSLY ADOPTED.

(i) RESOLUTION NO. 2714

RESOLUTION AWARDING CONTRACT TO "OPIS" FOR PLANNING AND DESIGN SERVICES IN CONNECTION WITH THE CAL 1-41, 440 TURK STREET DEVELOPMENT

* *

WHEREAS, the CAL 1-41, 440 Turk Street Development is in progress; and

WHEREAS, Design Services for the "Open Interior Office Spaces" are needed; and

WHEREAS, bid proposals from highly specialized companies were received as follows:

1.	Contract Office Group (COG)	$15,600
2.	Open Space Interior Systems (OPIS)	$15,045
3.	Business Furniture and Design (BF&D)	$ 7,975
4.	Stoller Partners	$10,000, and

WHEREAS, a review of the bids concluded that three (3) bids did not meet the intent of the Request for Proposals in various ways;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director hereby is authorized to enter into a contract with OPIS for $15,045, plus $1,545 (which is a labor increase due to delays) totalling $16,590.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Commissioner San Jule moved to adopt Resolution No. 2714 and Commissioner McNamara seconded the motion. Resolution No. 2714 was UNANIMOUSLY ADOPTED.

(j) RESOLUTION NO. 2715

RESOLUTION AUTHORIZING STAFF TO EXPLORE THE USE AND POSSIBLE DEVELOPMENT OF A HOUSING PROJECT FOR SENIOR CITIZENS ON PORTIONS OF THE CAL 1-18(6) PING YUEN NORTH PROPERTY

* *

WHEREAS, the San Francisco Housing Authority has been approached by representatives of the "Pine View Housing Corporation"; and

WHEREAS, said organization has received a housing allocation from the Department of Housing and Urban Development under the Section 202 Program; and

WHEREAS, said organization has an interest in exploring the use of portions of the North Ping Yuen Site as a potential location for their Housing Project, which is to incorporate possibly the administrative offices for the "Self-Help for the Elderly".

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That staff is hereby directed to cooperate with the representatives of the "Pine View Housing Corporation", in determining the feasibility of using portions of the CAL 1-18(6) North Ping Yuen Site for development as noted.

2. That the findings be discussed with the Ping Yuen Tenant Association.

3. That staff reports back to the Commission at the earliest possible time.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this item did not go before the Finance Committee. This resolution authorizes staff to explore the use and possible development of housing for senior citizens on portions of Cal. 1-18 Ping Yuen. It is not a commitment from this Commission or the Authority to enter into any project in any capacity. Rosalyn Koo and Yvonne Lee of Pine View Housing Corporation addressed the Commission providing some background information and what is involved to move the project forward.

Commissioner Chuck moved to adopt Resolution No. 2715 and Commissioner Westbrook seconded the motion. Resolution No. 2715 was UNANIMOUSLY ADOPTED.

REPORT OF COUNSEL - Having distributed the written report to the Commission, Counsel Geraldine Chavis reviewed the report outlining the status of the various litigation cases. President Fussell also noted receiving a memorandum from Counsel regarding the guidelines for determining whether an employee/employer relationship exists for federal income tax purposes. He

requested that the Audit Committee meet and review these guidelines and report back to the Commission.

Commissioner Cook asked staff to look into the workfare legislation that has just been adopted. Since many public housing tenants are on welfare, he wanted to know how the tenants would be impacted by this legislation and the feasibility of the Authority being involved in the program.

Commissioner Cook raised some concerns regarding the number of units off the rent rolls. He noted that the Management Report lists 314 units off the rolls whereas recently it was down to 250. President Fussell reviewed the number of emergency service requests during August. There is a significant decline and he asked the reason for this. He requested that staff prepare a presentation to the Audit Committee on the work order system for their review. Commissioner Westbrook expressed her concern regarding the fact that there are 16 vacancies at Rosa Parks Senior Apartments and requested that Ms. Robinson, Director of Senior Programs, provide an explanation to the Commission for this high number of vacancies.

Mr. Hamilton called on the following visitors who wished to address the Commission: Jewel Green, Hunters View - safety in Hunters View; Michelle Randall - seeking housing; Paula Carroll - seeking housing.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of September 26, 1985 was adjourned at 11:00 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss personnel matters.

JAMES G. FUSSELL, JR., President

WILBUR W. HAMILTON
Interim Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

OCTOBER 9, 1985

PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, OCTOBER 10, 1985 AT 1815 EGBERT STREET.

James E. Clay

JAMES E. CLAY
SECRETARY/EXECUTIVE DIRECTOR

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, OCTOBER 10, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

    (a) Resolution - Authorizing that a Contract Be Entered into Between San Francisco Housing Authority and Eugene Girard Chatman for Personal Services

    (b) Resolution - Authorizing that a Contract be Entered into Between San Francisco Housing Authority and Vicki Tubbs for Personal Services

    (c) Resolution - Authorizing a Sixty-Day Extension of Annual Supply Contracts

    (d) Resolution - Approving Write-off of Vacated Tenant Accounts Receivable

    (e) Resolution - Authorizing that a Contract Be Entered into Between San Francisco Housing Authority and Seven Different Vendors Providing Service Maintenance of all Computer Hardware and Software

New Business (cont.)

(f) Resolution - Authorizing the Purchase of Refrigerators and Gas Ranges for the First Sixty Days of the Fiscal Year 1985-86

(g) Resolution - Authorizing the Purchase of Steel Security Doors and Jambs for the Security of Vacant Unit Repairs at the Sunnydale, Hayes Valley, Bernal Dwellings and Potrero Terrace Projects

(h) Resolution - Authorizing the Purchase of Emergency Lighting Equipment Due to Fire Code and Safety Requirements in Housing Authority High Rise Buildings in Four (4) Project Areas

*(i) Resolution - Authorizing an Extension to the Demakas Heating Contract for Heating Repairs Throughout the Housing Authority

*(j) Resolution - Authorizing an Extension to the Demakas Heating Contract for Emergency Plumbing Repairs throughout the Housing Authority

*(k) Resolution - Authorizing an Extension to the Westinghouse Elevator Repair Contract for the Elevator Reapirs throughout the Housing Authority

(l) Staff Report - Work Order System

12. ADJOURNMENT:

James E. Clay

JAMES E. CLAY
Secretary/Executive Director

*One Cover Memo

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, October 10, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, October 10, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Preston Cook, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Betty Brooks, Commissioner

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A quorum was present.

ALSO PRESENT: James E. Clay, Executive Director
Wilbur W. Hamilton

President Fussell introduced James Clay, the new Executive Director of the San Francisco Housing Authority. He stated that Mr. Hamilton will continue to fill a transitional role during the next couple of weeks making sure that there is a smooth transition.

Mr. Hamilton personally welcomed Mr. Clay. and stated that he would be available upon Mr. Clay's request. He also expressed his appreciation to the Commission and staff for a rewarding tenure during these difficult times.

2. VISITORS:

Helen Mason, Sunnydale
Margaret Sturner, 3850 - 18th Street
Tammy Gonzalez
Christine Neal, Alice Griffith

3. APPROVAL OF AGENDA:

Mr. Hamilton requested that the agenda be amended to add another item under new business as (a) Resolution Appointing James E. Clay as Executive Director of the San Francisco Housing Authority. Commissioner Westbrook moved to approve the amended agenda of October 10, 1985 and Commissioner Cook seconded the motion. The amended agenda of October 10, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of September 26, 1985 and Commissioner Westbrook seconded the motion. The minutes of September 26, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

None

7. COMMITTEE REPORT:

Audit Committee - President Fussell stated that the Audit Committee met to discuss several issues none of which required any action from the Commission. The work order system was reviewed by the Committee and there was a staff report to the full Commission.

Finance Committee - President Fussell stated that the Finance Committee met on Tuesday, September 24 and items (b) through (l) were reviewed and referred to the Commission for approval.

8. REPORT OF COUNSEL:

None.

9. TENANT REPRESENTATIVE REPORT:

The Tenant Representative Report was not available at this time and was later given by Ms. Hubbard, President of PHTA.

10. UNFINISHED BUSINESS:

Police Report - President Fussell called on Lt. Richardson of the Housing Authority Police to give an update on the police and community efforts to get rid of drugs in Housing Authority projects. There will be a meeting of the Public Housing Anti-Crime Drug Abatement Committee, October 28, at St. Anthony's Church, Folsom and Army Streets, 6:30 p.m. A flyer will be distributed showing the police phone numbers for emergencies and reporting of illegal drug activities. The Hot Line number for reporting illegal drug activities is 553-1133. The caller will remain anonymous. Lt. Richardson stated that if there are any concerns about this, to contact him immediately. The number of the Housing Authority police is 553-1497.

11. NEW BUSINESS:

(a) RESOLUTION NO. 2716

RESOLUTION APPOINTING JAMES E. CLAY
AS EXECUTIVE DIRECTOR OF THE
SAN FRANCISCO HOUSING AUTHORITY
* * * * * * * * * * * * * * * * * * *

WHEREAS, the San Francisco Housing Authority has made a nationwide search for a permanent Executive Director; and

WHEREAS, the Housing Authority has after due deliberation chosen James E. Clay to serve in that capacity;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. James E. Clay be named Executive Director of the San Francisco Housing Authority effective October 7, 1985 and be designated as the Secretary-Treasurer of the Commission from that date.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Commissioner Westbrook moved to adopt Resolution No. 2716 and Commissioner McNamara seconded the motion. Resolution No. 2716 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2717

RESOLUTION AUTHORIZING THAT
A CONTRACT BE ENTERED INTO BETWEEN
SAN FRANCISCO HOUSING AUTHORITY AND
EUGENE GIRARD CHATMAN FOR PERSONAL SERVICES
* *

WHEREAS, phase I of the automated maintenance system has been completed; and

WHEREAS, phase II, implementation of the Rehabilitation Department, has been estimated and scheduled; and

WHEREAS, a critical need exists for increased efficiency and productivity with the rehabilitation process; and

WHEREAS, the amount of $16,000.00 has been budgeted to provide for the necessary technical and or professional services;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the San Francisco Housing Authority is authorized to enter into a contract for personal services with Eugene Girard Chatman for a period not to exceed three months and a cost not to exceed $16,000.00 for services rendered in implementation of the automated maintenance system for the Rehabilitation Department, pending HUD approval.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this item went before the Finance Committee. Mr. Chatman is a software programmer. He will be contracting at the rate of $35.00/hr. for a total cost not to exceed $16,000. This item has been budgeted in the 85-86 budget. This additional work is needed to fill out the automated work order system and bring the Rehabilitation Department into that system.

Commissioner Cook moved to adopt Resolution No. 2717 and Commissioner Westbrook seconded the motion. Resolution No. 2717 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2718

RESOLUTION AUTHORIZING THAT
A CONTRACT BE ENTERED INTO BETWEEN
SAN FRANCISCO HOUSING AUTHORITY AND VICKI TUBBS
FOR PERSONAL SERVICES
* *

WHEREAS, the automation of various departments has created a need for an experienced data entry person; and

WHEREAS, Vicki Tubbs is familiar with all relative systems; and

WHEREAS, Vicki Tubbs has proven historically her expertise and reliability in the performance of her data entry duties; and

WHEREAS, the amount of $35,000.00 has been budgeted between the data processing and maintenance departments to provide for the necessary technical and or professional services;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the San Francisco Housing Authority is authorized to enter into a contract for personal services with Vicki Tubbs for a period not to exceed one year and a cost not to exceed $35,000.00 for services rendered in the data entry of information for financial, tenant related and maintenance systems, pending HUD approval.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that Ms. Tubbs is a contract employee whose specialty is data entry. This is a one-year contract for personal services and will be budgeted from Data Processing and Maintenance funds.

Commissioner Cook moved to adopt Resolution No. 2718 and Commissioner Westbrook seconded the motion. Resolution No. 2718 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2719

RESOLUTION AUTHORIZING A SIXTY-DAY EXTENSION OF ANNUAL SUPPLY CONTRACTS

* * * * * * * * * * * * * * * * * * *

WHEREAS, the Authority awarded annual supply contracts to cover replenishment of stocked warehouse materials for the period of October 1, 1984 through September 30, 1985; and

WHEREAS, these contracts were awarded to:

Kelly Moore Paint
F. W. Dunne Paint
Glidden Coating & Resin
Pittsburgh Paint
Sinclair Paint
Maltby Electric
Light Sales, Inc.
Centennial Distributors, Inc.
Peerlite Sales, Inc.
Brilliant Lighting Products Co.
Floorcraft, Inc.
Paul Koss Supply
Easterday Supply Co.
Fox Industrial Sales
Tamaras Supply
Good Value Gloves Co.

WHEREAS, said supply contracts may be extended for up to a one (1) year period at the option of the Authority; and

WHEREAS, an extension for sixty days is in the best economic interest of the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Procurement Manager of this Authority is authorized to extend for a sixty-day period supply contracts applicable to the above suppliers, at a not-to-exceed aggregate cost of $32,944.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this resolution authorizes the Procurement Division to continue relationships with existing suppliers. This item is being extended for 60 days pending a thorough review by the Executive Director. This went before the Finance Committee and was approved.

Commissioner Westbrook moved to adopt Resolution No. 2719 and Commissioner Cook seconded the motion. Resolution No. 2719 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2720

RESOLUTION APPROVING WRITE-OFF OF
VACATED ACCOUNTS RECEIVABLE
* * * * * * * * * * * * * * * * * *

WHEREAS, HUD Handbook, 7511.1, Chapter 11, Section 1, details the procedures relative to the write-offs of Tenant Accounts Receivable; and

WHEREAS, the Board of Commissioners are authorized by Resolution No. 2689, dated August 8, 1985, to write off vacated accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

Vacated accounts are appproved for write-off as follows:

August 1985	$22,775.74
Adjustments to previous months	3,621.22

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this resolution approves the write-off of vacated accounts receivable.

Commissioner Cook moved to adopt Resolution No. 2720 and Commissioner Westbrook seconded the motion. Resolution No. 2720 was UNANIMOUSLY ADOPTED.

(f) RESOLUTION NO. 2721

RESOLUTION AUTHORIZING THAT A CONTRACT BE ENTERED INTO BETWEEN SAN FRANCISCO HOUSING AUTHORITY AND SEVEN DIFFERENT VENDORS FOR PROVIDING SERVICE MAINTENANCE OF ALL COMPUTER HARDWARE AND SOFTWARE

* *

WHEREAS, the procurement of various types of hardware and software from various vendors leaves us a large investment to be protected and supported; and

WHEREAS, these items, upon malfunction, will have a profound effect upon the operation of the agency as a whole; and

WHEREAS, the amount of $63,627.00 has been budgeted for the new fiscal year and the cost distributed to the various departments that utilize the hardware; and

WHEREAS, it is necessary to enter into a contract for the various types of hardware, software, service maintenance and lease agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is hereby authorized to enter into a contract to cover the lease and service maintenance of all computer hardware and software with the following vendors for the stated amounts for a period not to exceed sixty days and an amount not to exceed $10,605.

	Vendor	Annual Contract Amount	Sixty Day Contract Amount
1.	Memorex Corp	$ 3,380	$ 564
2.	General Electric Corp	$ 6,560	$ 1,093
3.	General Data Com	$ 600	$ 100
4.	Cal Air Conditioning	$ 1,000	$ 167
5.	Decision Data Corp.	$ 612	$ 102
6.	IBM (hardware)	$38,115	$ 6,352
7.	IBM (software lease agreement)	$13,360	$ 2,227
	TOTAL:	$63,627	$10,605

APPROVED AS TO FORM:

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this resolution authorizes contracts with seven different vendors to provide service maintenance of all the data processing and computer hardware and software. The contracts are for 60 days pending a review by the Executive Director.

Commissioner Westbrook moved to adopt Resolution No. 2721 and Commissioner Cook seconded the motion. Resolution No. 2721 was UNANIMOUSLY ADOPTED.

(g) RESOLUTION NO. 2722

RESOLUTION AUTHORIZING THE PURCHASE
OF REFRIGERATORS AND GAS RANGES FOR THE
FIRST SIXTY DAYS OF FISCAL YEAR 1985-86
* * * * * * * * * * * * * * * * * * * *

WHEREAS, the Board of Commissioners authorized the sale of refrigerators and gas ranges to housing tenants, at discount rates, per Resolution No. 2454, adopted April 22, 1982; and

WHEREAS, said appliances have been supplied by Sears/Roebuck Company, per HUD Consolidated Supply Contracts at economic advantage to the Authority; and

WHEREAS, said appliances will be required during the period of October 1, 1985 through November 30, 1985 to support the tenant sales program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO::

1. That the Procurement Manager of this Authority is authorized to purchase electric refrigerators and gas ranges, using applicable HUD Consolidated Supply Contracts, at a not to exceed aggregate cost of $66,030.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this resolution authorizes the purchase of refrigerators and stoves for units that are occupied by new tenants. This item is also being limited to a short-term approval pending review by the Executive Director. Commissioner Cook raised some questions regarding the stove and refrigerator policy and asked staff to look into the possibility of making some modifications.

Commissioner Cook moved to adopt Resolution No. 2722 and Commissioner McNamara seconded the motion. Resolution No. 2722 was UNANIMOUSLY ADOPTED.

(h) RESOLUTION NO. 2723

RESOLUTION AUTHORIZING THE PURCHASE OF STEEL SECURITY DOORS AND JAMBS FOR THE SECURITY OF VACANT UNIT REPAIRS AT THE SUNNYDALE, HAYES VALLEY, BERNAL DWELLINGS AND POTRERO TERRACE PROJECTS

* *

WHEREAS, the major portion of vandalism in family housing projects takes place in the Sunnydale, Hayes Valley, Bernal Dwellings and Potrero Terrace Projects due to existing wood doors being kicked in, resulting in extensive damage to units that have been made ready for leasing; and

WHEREAS, better secured dwelling units will increase vacant unit repair production and result in lower ongoing maintenance costs; and

WHEREAS, funds for the purchase of steel doors and jambs are available from special funding sources for the vacate repair program;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to purchase seven hundred steel doors and jambs at a cost not to exceed $182,000.

APPROVED AS TO FORM:

_____

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

President Fussell stated that this resolution authorizes the purchase of steel security doors and jambs to be used at Sunnydale, Hayes Valley, Bernal Dwellings and Potrero Terrace. This is the beginning of a program to install steel doors into the units as opposed to wooden doors, and, therefore, providing for greater security. Commissioner Cook had some questions regarding priorities and who will be doing the work. Mr. Clay stated that he will be reviewing the matter and will report back to the Commission within the next 30 days.

Commissioner Cook moved to adopt Resolution No. 2723 and Commissioner Westbrook seconded the motion. Resolution No. 2723 was UNANIMOUSLY ADOPTED.

(i) RESOLUTION NO. 2724

RESOLUTION AUTHORIZING THE PURCHASE OF EMERGENCY LIGHTING EQUIPMENT DUE TO FIRE CODE AND SAFETY REQUIREMENTS IN HOUSING AUTHORITY HIGH RISE BUILDINGS IN FOUR (4) PROJECT AREAS

* *

WHEREAS, the following high rise buildings ere constructed without emergency lighting in stairhalls:

1.	Mission Dolores	01-21	(one (1) building)
2.	255 Woodside Gardens	01-22	(one (1) building)
3.	3850-18th Street/Dorland	01-27	(two (2) buildings)
4.	J.F.K. Towers	02-20	(one (1) building)
5.	350 Ellis Street	02-25	(one (1) building)
6.	Clementina Towers	02-31	(two (2) buildings)
7.	666 Ellis Street	02-32	(one (1) building)
8.	1760 Bush Street	02-33	(one (1) building)
9.	1880 Pine Street	02-34	(one (1) building)
10.	Plaza East	03-14	(three (3) buildings)
11.	3131 - 26th Street	05-05	(one (1) building); and

WHEREAS, emergency lighting is required for emergency egress for tenants and for fire fighting; and

WHEREAS, the San Francisco Fire Department is requiring that the emergency lighting be provided; and

WHEREAS, the amount of $35,200 required to provide the emergency lighting has been provided by Community Development Block Grant funding;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to purchase the emergency lighting equipment at a cost not to exceed $35,000.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Commissioner Cook moved to adopt Resolution No. 2724 and Commissioner McNamara seconded the motion. Resolution No. 2724 was UNANIMOUSLY ADOPTED.

(j) RESOLUTION NO. 2725

RESOLUTION AUTHORIZING AN EXTENSION TO THE DEMAKAS HEATING CONTRACT FOR HEATING REPAIRS THROUGHOUT THE HOUSING AUTHORITY

* *

WHEREAS, Contract No. 8500602 with Demakas Plumbing and Heating, Inc. to provide repairs to heating systems throughout the Housing Authority has expired on September 30, 1985; and

WHEREAS, Housing Authority staff is still in the process of preparing a new contract for the necessary heating repair services, which will require additional time for the bid and award process; and

WHEREAS, this heating system repair service is necessary to provide continuous service to the tenants of the Housing Authority, until a new contract can be bid and awarded; and

WHEREAS, Housing Authority staff has determined that a maximum of sixty (60) days will be necessary to complete the bid and award process;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Demakas Heating Repairs Contract be extended for sixty (60) days, October 1 through November 30, 1985 at a cost not to exceed $60,000.

APPROVED AS TO FORM:

_____

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

(k) RESOLUTION NO. 2726

RESOLUTION AUTHORIZING AN EXTENSION TO THE DAMAKAS HEATING CONTRACT FOR EMERGENCY PLUMBING REPAIRS THROUGHOUT THE HOUSING AUTHORITY

* *

WHEREAS, Contract No. 8500601 with Demakas Plumbing and Heating, Inc. to provide emergency plumbing repairs throughout the Housing Authority has expired on September 30, 1985; and

WHEREAS, Housing Authority staff is still in the process of preparing a new contract for the necessary emergency plumbing repair services, which will require additional time for the bid and award process; and

WHEREAS, this emergency plumbing repair service is necessary to provide continuous service to the tenants of the Housing Authority, until a new contract can be bid and awarded; and

WHEREAS, Housing Authority staff has determined that a maximum of sixty (60) days will be necessary to complete the bid and award process;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Demakas Heating Emergency Plumbing Repairs Contract be extended for sixty (60) days, October 1 through November 30, 1985 at a cost not to exceed $30,000.

APPROVED AS TO FORM:

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

(1) RESOLUTION NO. 2727

RESOLUTION AUTHORIZING AN EXTENSION TO THE WESTINGHOUSE ELEVATOR REPAIR CONTRACT FOR THE ELEVATOR REPAIRS THROUGHOUT THE HOUSING AUTHORITY

* *

WHEREAS, Contract No. 8500235 with Westinghouse Elevator Company to provide repairs to elevators throughout the Housing Authority has expired on September 30, 1985; and

WHEREAS, Housing Authority staff is still in the process of preparing a new contract for the necessary elevator repair services, which will require additional time for the bid and award process; and

WHEREAS, the elevator repair service is necessary to provide continuous service to the tenants of the Housing Authority until a new contract can be bid and awarded; and

WHEREAS, Housing Authority staff has determined that a maximum of sixty (60) days will be necessary to complete the bid and award process;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Westinghouse Elevator Company Repair Contract be extended for sixty (60) days, October 1 through November 30, 1985 at a cost not to exceed $42,000.

APPROVED AS TO FORM:

GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Commissioner Westbrook moved to adopt Resolution No. 2725, No. 2726 and No. 2727 and Commissioner Cook seconded the motion. Resolution No. 2725, No. 2726 and No. 2727 were UNANIMOUSLY ADOPTED.

(m) STAFF REPORT - WORK ORDER SYSTEM

President Fussell stated that the Audit Committee reviewed a report from Mr. Ed Pabst, Director of Data Processing, on the new work order system that has been installed. This computerized system will allow a more closely monitoring of the productivity in the maintenance area as well as other maintenance related areas. President Fussell called on Mr. Pabst to give a report on the work order system. Mr. Pabst described how the system works and outlined the benefits that the system will provide.

Commissioner Cook commended Mr. Pabst and expressed praise for the new system. He asked to see type of summary report of the information generated from this new work order system. Mr. Cla stated that a quarterly summary will be provided to the Commission.

Other: President Fussell noted that a memorandum had been distributed to the Commission from Mr. Clay regarding the Alice Griffith Parking Lot. Mr. Clay gave a brief summary of his report.

TENANT REPRESENTATIVE REPORT - Mrs. Hubbard, President of PHTA, read and submitted the Report of PHTA Activities.

Mr. Hamilton called on the following visitor who wished to address the Commission: Tammy Gonzalez - seeking housing.

12. ADJOURNMENT:

The Commission meeting of October 10, 1985 adjourned at 11:00 a d went into Executive Session Session to discuss personnel matter . The regular session was reconvened at 11:10.

RESOLUTION NO. 2728

RESOLUTION APPROVING THE PAYMENT OF
ADMINISTRATIVE LEAVE TO JESSIE FENNELL
FOR THE PERIOD OF SEPTEMBER 17, 1985
THROUGH OCTOBER 18, 1985
* * * * * * * * * * * * * * * * * * * *

WHEREAS, Jessie Fennell's terminated was deemed necessary on September 16, 1985 as determined by the Executive Director; and

WHEREAS, the Executive Director deemed it appropriate to place him on paid administrative leave for the period of September 17 1985 through October 18, 1985; and

WHEREAS, the Commissioners of the San Francisco Housing Authori y desire to ratify that action:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSINC AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the action of the Executive Director placing Jessie Fennell on paid administrative leave for the period of September 17, 1985 through October 18, 1985 is hereby ratified.

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Commissioner Cook moved to adopt Resolution No. 2729 and Commissioner Westbrook seconded the motion. Resolution No. 2729 was UNANIMOUSLY ADOPTED.

There being no further business to come before the Commission the meeting of October 10, 1985 was adjoured at 11:15 a.m.

JAMES G. FUSSELL, JR., President

James E. Clay

JAMES E. CLAY
Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

OCTOBER 21, 1985

PUBLIC MEETING

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, OCTOBER 24, 1985 AT 1815 EGBERT AVENUE.

James E. Clay
JAMES E. CLAY
SECRETARY/EXECUTIVE DIRECTOR

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REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, OCTOBER 24, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

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6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

   1) PHTA
   2) Senior Citizens Citywide Council

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Requesting Department of Housing and Urban Development Approval to Demolish the Yerba Buena Plaza West Housing Project, Cal 1-18(2)

   (b) Resolution - Authorizing the Execution of Amendment No. 63 to the Annual Contributions Contract No. SF-255 Providing for the Deposit of Monies under a General Depositary Agreement; and the Issuance of Project Loan Notes and Permanent Notes

New Business (cont...)

(c) Resolution - Authorizing the Commission to Execute an Agreement between the Housing Authority of the City and County of San Francisco and the City and County of San Francisco Pursuant to Ordinance No. 167-85 of the San Francisco Board of Supervisors

(d) Resolution - Approving the Memoranda of Understanding with the Glaziers, Architectural Metal & Glass Workers Union Local 718; International Brotherhood of Painters & Allied Trades, Local 4; and the Carpet, Linoleum & Soft Tile Workers, Local No. 1235 for the Period October 1, 1985 Through September 30, 1986

(e) Resolution - Authorizing the Modification of the Present Memoranda of Understanding Between the Authority and the International Brotherhood of Electrical Workers Local Union No. 6 and the United Association of Journeymen & Apprentices of the Plumbing & Pipe Fitting Industry Local Union No. 38 for the Period, December 1, 1985 through September 30, 1986

12. ADJOURNMENT:

James E. Clay

JAMES E. CLAY
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

NOV 15 1985

Regular Meeting Held: Thursday, October 24, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, October 24, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Joan San Jule, Commissioner

A quorum was present.

ALSO PRESENT: James E. Clay, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Dorothy Tell, Plaza West
Eva Mae Williams, Plaza West
Flora J. Stevenson, Plaza West
Roberta Holmes, Plaza West
Nadine Calhoun, Plaza West
Zelma Hines, Plaza West
Esther Watson, Plaza West
Viola Thomas, Plaza West
Louise Polk, Plaza West
Linda Williams, Plaza West
Christine Neal, Alice Griffith
Ruth Bill, Alice Griffith
Florina Johnson
Christine Neal, Alice Griffith

3. APPROVAL OF AGENDA:

Commissioner Westbrook moved to approve the agenda of October 24, 1985 and Commissioner Brooks seconded the motion. The agenda of October 24, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of October 10, 1985 and Commissioner Brooks seconded the motion. The minutes of October 10, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

None

6. REPORT OF SECRETARY:

Mr. Clay stated that he has submitted the Report of Secretary in written form and asked if there were any questions. Vice President Chuck asked if the date has been set for the special meeting of the Commission. Mr. Clay replied that a date has not been set but he would like to set it up no later than the second week in November depending on the everyone's schedule.

7. COMMITTEE REPORT:

None

8. REPORT OF COUNSEL:

Counsel Chavis briefly outlined Legal Department activities and stated that there will be a written report at the next Commission meeting.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

Thelma Kavanagh, President of Senior Citizen Citywide Council submitted and read the Report of the Council. Ms. Kavanagh also submitted the list of maintenance problems. Commissioner Westbrook suggested that in the future Ms. Kavanagh present the list to Mr. Clay and just report to Commission that the list has been forwarded to the Executive Director. If there are any problems that are not resolved, then let the Commission know.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2729

RESOLUTION REQUESTING DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT APPROVAL TO DEMOLISH THE YERBA BUENA PLAZA WEST HOUSING PROJECT, CAL 1-18(2)

* *

WHEREAS, the three eleven-story concrete buildings with attached three-story buildings totalling 332 apartments were originally scheduled for major rehabilitation to correct inherent vacancy, crime, vandalism, maintenance and safety problems; and

WHEREAS, after a comprehensive investigation of this project's root problems, a detailed rehabilitation design was developed and approved to correct these problems; and

WHEREAS, the rehabilitation work was publicly bid and was found to exceed the Department of Housing and Urban Development's cost limits for such rehabilitation work; and

WHEREAS, the Department of Housing and Urban Development has on September 19, 1985, approved the Authority's request to construct 204 new apartments of an improved design on the site to replace these existing units; and

WHEREAS, the existing buildings must be demolished to make way for the new apartments; and

WHEREAS, demolition of these buildings and their replacement is the only feasible alternative remaining to the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director be and he is authorized to apply to the Department of Housing and Urban Development for approval to completely demolish and remove from the site the existing Yerba Buena Plaza West buildings.

2. That all residents now residing in these buildings be rehoused to suitable apartments in San Francisco at the expense of the San Francisco Housing Authority.

3. That all Yerba Buena Plaza West residents who wish to return to the new apartments and who meet their obligations as defined in the Re-Occupancy Condition Form executed with each family will be given the opportunity to return to the new units once constructed.

4. That upon receipt of concurrence from the Department of Housing and Urban Development, the Executive Director shall take steps necessary to complete the demolition.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

President Fussell stated that this approval is the final step in the release of monies already reserved by HUD for the reconstruction of garden style apartments in the Yerba Buena area. The net effect is that the Authority will have new, more efficient, more habitable, family housing. Mr. Clay stated that there are residents from Plaza West who have indicated that they wish to speak. He also called attention to a letter received from the president of the Plaza West Tenants Association indicating that staff has met with them and explained what the Authority is doing. They are also making some recommendations. Ms. Linda Williams, speaking on behalf of the tenants of Plaza West, voiced her concerns regarding the lack of communication and information and the feelings of mistrust on the part of the tenants. Mr. Clay stated that he and appropriate staff would meet with the tenants of Plaza West at their convenience to go over and resolve whatever misunderstandings there are.

Commissioner Westbrook moved to adopt Resolution No. 2729 and Commissioner Cook seconded the motion. Resolution No. 2729 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2730

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 63 TO ANNUAL CONTRIBUTIONS CONTRACT NO. 255 PROVIDING FOR THE DEPOSIT OF MONIES UNDER A GENERAL DEPOSITARY AGREEMENT AND THE ISSUANCE OF PROJECT LOAN NOTES AND PERMANENT NOTES

* *

The Housing Authority of the City and County of San Francisco (herein called the "Local Authority") proposes (1) to enter into an amendment to the existing Annual Contributions Contract (herein called the "Amendment") with the United States of America (herein called the "Government"); (2) to provide for the deposit of monies pursuant to a General Depositary Agreement; and (3) to authorize the issuance of its notes as evidence of advances to be made to the Local Authority pursuant to the Contract as amended, all with respect to any "Project" as defined in the Contract, as amended, and which at any time now or hereafter is incorporated under the terms of such Contract, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AS FOLLOWS:

Section 1. The Amendment to the Annual Contributions Contract is hereby approved and accepted and the President or Vice President is hereby authorized and directed to execute three (3) counterparts of the Amendment on behalf of the Local Authority, and the Secretary is hereby authorized to impress and attest the official seal of the Local Authority on each such counterpart and to forward such executed counterparts, or any of them to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

Section 2. The Imperial Bank and the Local Authority have previously entered into a General Depositary Agreemment, form HUD 5199A dated April 2, 1984 which provides for the deposit of specified monies of ". . . one or more additional low rent housing projects . . .". The Local Authority hereby determines that pursuant to the terms of the Agreement the aforenamed Bank shall be the Depositary for the project established under this Amendment.

Section 3. The Executive Director is hereby authorized to file with the Government from time to time, as monies are required, requisitions together with the necessary supporting documents requesting advances to be made on account of the loan provided in the Contract, as amended, and the proper officers of the Local Authority shall prepare, execute and deliver to the Government Notes hereinafter authorized and shall accept payment therefor from the Government in cash and/or exchange for other Notes of the Local Authority, and such persons are authorized to do and perform all other things and acts required to be done or performed in order to obtain such advances. Cash proceeds from the sale of all Notes shall be deposited and disbursed only in accordance with the provisions of the Contract, as amended.

Section 4. (A) In order to provide monies to finance the Development Cost of each Project and to refund, renew, extend or substitute for any Project Loan Notes (in the contract called "Advance Notes") or Permanent Notes by this Resolution authorized to be issued (or any such notes by any other resolution authorized to be issued and which are outstanding, or on deposit for delivery pending payment therefor, as of the date this Resolution becomes effective), or for any Project Notes (in the Contract

called "Temporary Notes") issued by the Local Authority in anticipation of the delivery of Project Loan or Permanent Notes of the Local Authority in an aggregate principal amount outstanding at any one time (whether authorized by this Resolution or any other resolution authorizing the issuance of Project Loan or Permanent Notes) equal to the Maximum Development Cost (or the Actual Development Cost if such amount has been determined) of each Project, less the sum of (1) the principal amount of Bonds issued to finance such Development Cost and (2) the principal amount of Project Loan, Permanent, or Project Notes issued to finance such Development Cost and which has then been retired from funds other than the proceeds of any loan obtained by the Local Authority.

(B) Each such Note shall bear interest and be payable in the form and manner prescribed by the Contract and this Resolution; shall be signed in the name of the Local Authority by the President or Vice President; shall have the official seal of the Local Authority impressed thereon and attested by the Secretary/Acting Secretary. Each Project Loan Note shall be in substantially the form of Form HUD-9204 and each Permanent Note shall be in substantially the form of Form HUD-52250, each of which form is incorporated herein by reference and made a part hereof. Project Loan Notes and Permanent Notes shall be issued to finance the Development Cost of Non-Permanently Financed Projects and Permanently Financed Projects, respectively.

(C) Each Note issued with respect to any Project shall be a direct and general obligation of the Local Authority, the full faith and credit of which is hereby pledged for the punctual payment of the principal of and interest on such Notes, and together with all other Notes issued pursuant to this Resolution, shall be additionally secured by (1) a first pledge of the annual contributions payable to the Local Authority and authorized to be pledged to such payment pursuant to such payment pursuant to the Contract and (2) by a pledge of and lien on the Residual Receipts of such Project after providing for the payment of Bonds issued in respect to such Project.

(D) As additional security for the equal and ratable payment of the principal of and interest on each Note issued with respect to any Project, together with each other Note issued with respect to such Project, the Local Authority, to the fullest extent permitted by the Laws of the State, hereby pledges, mortgages, conveys and grants unto the Government all property described in the Contract constituting such Project, including that certain real property relating to each such Project and more particularly described in the trust instrument or any amendment thereto as executed and recorded by the Local Authority pursuant to the Contract; provided, that in respect to Permanently Financed Projects the lien of such pledge and mortgage and rights granted and conveyed pursuant to this paragraph shall (1) be junior to the Bonds and junior to the pledge of Residual Receipts securing the Bonds and (2) not be foreclosable until all Bonds shall have been paid and discharged in the manner provided in the Bond Resolutions. If the preceding sentence shall be adjudged by a court of competent jurisdiction to be invalid or ineffective it is the intention of the Local Authority to be fully obligated under the other provisions of this Resolution and that such judgement shall not impair or invalidate the obligation of the Local Authority to pay the principal of and the interest on each Note from other funds of the Local Authority as herein provided.

Section 5. Whenever the following terms, or any of them, are used in this Resolution, the same, unless the context shall indicate another or different meaning or intent, shall be construed, and are intended to have meanings as follows:

(1) the term "Resolution" shall mean this Resolution.

(2) All other terms used in this Resolution and which are defined in the Contract shall have the respective meanings ascribed thereto in the Contract.

Section 6. All resolutions or parts of resolutions heretofore adopted by the Local Authority which authorize the issuance and/or delivery of Advance, Project Loan or Permanent Notes pursuant to the Contract are hereby repealed: Provided, however, that such repeal shall in no way affect the validity of Advance, Project Loan or Permanent Notes issued pursuant to said resolutions which are outstanding or on deposit for delivery pending payment therefor on the date this Resolution become effective: Provided further, that the Project Loan Notes authorized by this Resolution shall be exchanged for any Advance Notes heretofore issued pursuant to any previous resolution,

Section 7. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

_____
Counsel

Date: _____

Commissioner Cook moved to adopt Resolution No. 2730 and Commissioner Brooks seconded the motion. Resolution No. 2730 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2731

RESOLUTION AUTHORIZING THE COMMISSION TO EXECUTE AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND THE CITY AND COUNTY OF SAN FRANCISCO PURSUANT TO ORDINANCE NO. 167-85 OF THE BOARD OF SUPERVISORS

* *

WHEREAS, the Mayor and the Controller of the City and County of San Francisco (the "City") are authorized by Ordinance 167-85 to enter into a contract for a period not to exceed one year between the City and the Housing Authority wherein the City and the Housing Authority agree that the Controller shall perform certain functions and the Housing Authority agrees to comply with the standards of accounting and reporting recommended by the Controller;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The President of the Commission of this Authority is authorized to execute an agreement with the City and County of San Francisco pursuant to Ordinance No. 167-85 in substantially the same form as attached hereto and made a part hereof as Exhibit A.

/Attachment

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Commissioner Westbrook moved to adopt Resolution No. 2731 and Commissioner Brooks seconded the motion. Resolution No. 2731 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2732

RESOLUTION APPROVING THE MEMORANDUMS OF UNDERSTANDING WITH THE GLAZIERS, ARCHITECTURAL METAL & GLASS WORKERS UNION LOCAL 718; LOCAL 4, INTERNATIONAL BROTHERHOOD OF PAINTERS AND ALLIED TRADES; AND THE CARPET, LINOLEUM & SOFT TILE WORKERS LOCAL NO. 1235 FOR THE PERIOD OCTOBER 1, 1985 THROUGH SEPTEMBER 30, 1986

* *

WHEREAS, this Commission and Executive Director have authorized Milton F. Reiterman, Chief of Labor Relations, to enter into meeting and conferring sessions under Government Code 3500 with craft unions representing employees of the Authority; and

WHEREAS, the Regional Administrator of the U. S. Department of Housing and Urban Development has informed the Authority that HUD will not recognize any maintenance wages in excess of those issued by the Maintenance Wage Determination Report; and

WHEREAS, the Glaziers, Painters and Linoleum/Soft Tile Unions have agreed to an extension of their Memorandums of Understanding with total hourly wage rates consistent with HUD guidelines;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Commission approve extension of the existing Memorandum of Understanding with Local 718 Glaziers, effective October 1, 1985 through September 30, 1986, and

2. The Commission approve extension of the existing Memorandum of Understanding with Local 1235, Carpet, Linoleum & Soft Tile, effective October 1, 1985 through September 30, 1986, and

3. The Commission approve HUD wage rates for the existing Memorandum of Understanding with Local 4, Painters and direct meeting and conferring under Government Code 3500, et. seq. regarding Article V, Section 3, and

4. The total hourly wage rates shall prevail through September 30, 1986 at those rates approved by the Regional Administrator of the U. S. Department of Housing and Urban Development.

APPROVED AS TO FORM:

_____ Date: _____
Legal Counsel

Mr. Clay called on Mr. Milt Reiterman, Labor Negotiator, who reviewed the status of the negotiations with the glaziers, lino workers, and painters. This resolution approves the extension of the existing Memoranda of Understanding, keeping the wages of the three unions consistent with the HUD wage rate determination for craft workers. Commissioner McNamara questioned the feasiblity of contracting out all maintenance work. President Fussell stated that the Mayor had requested that he provide her with a report on an evaluation of contracting out. With the help of Mr. Deasy he is working on that report. Commissioner Cook commended Mr. Reiterman and the unions for the negotiations done in good faith on both sides.

Commissioner Cook moved to adopt Resolution No. 2732 and Commissioner Westbrook seconded the motion. Resolution No. 2732 was adopted by majority vote, with one no vote from Commissioner McNamara.

(e) RESOLUTION NO. 2732

RESOLUTION AUTHORIZING THE MODIFICATION OF THE PRESENT MEMORANDUMS OF UNDERSTANDING BETWEEN THE AUTHORITY AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION NO. 6; AND THE UNITED ASSOCIATION OF JOURNEYMEN AND APPRENTICES OF THE PLUMBING & PIPE FITTING INDUSTRY LOCAL NO. 38 FOR THE PERIOD, DECEMBER 1, 1985 THROUGH SEPTEMBER 30, 1986

* *

WHEREAS, The Memorandums of Understanding between the San Francisco Housing Authority and the Plumbers Union Local 38 and Electricians Local 6 expired on October 1, 1985; and

WHEREAS, the San Francisco Housing Authority has met and conferred concerning a new Memorandum of Understanding with said Locals 38 and 6; and

WHEREAS, the total hourly wage rate for Authority Plumbers and Electricians exceeds the HUD wage rate determination; and

WHEREAS, the Regional Administrator has notified the Authority that HUD will not recognize payment of wages above the maintenance wage rate determination; and

WHEREAS, the parties have reach impasse; and

WHEREAS, HUD is initiating a re-examination of the wage rate determination for Authority craft;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The roll back of the total hourly wages of Plumbers and Electricians be effective December 1, 1985 consistent with the HUD Maintenance Wage Rate Determination.

BE IT FURTHER RESOLVED THAT:

2. The Resolution is subject to modification based on the HUD re-examination of the Maintenance Wage Rate Determination for Authority craft personnel.

3. The Executive Director is hereby authorized to set forth in memorandum wages, hours and working conditions for Plumbers and Electricians which will be effective December 1, 1985 through September 30, 1986.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Mr. Reiterman stated that he has met and conferred with the Electricians and Plumbers Union in good faith and they oppose having their wages consistent with the HUD wage rate determination. In terms of the October 1 rate, the electricians were $2.77 in excess; plumbers were in excess by $9.07. Both electricians and plumbers raised a procedural question to the HUD office. HUD indicated that they will conduct a reexamination of the wage determination. Commissioner Cook again thanked staff for their efforts.

Commissioner Cook moved to adopt Resolution No. 2733 and Commissioner Chuck seconded the motion. Resolution No. 2733 was UNANIMOUSLY ADOPTED.

Visitors - Mr. Clay called on the following visitors who wished to address the Commission regarding their concerns: Ruth Bill - rent adjustment; Florina Johnson - fire at Community Center.

President Fussell asked about the status of the Anti-Drug Abatement Committee. Jim Williams stated that there will be a meeting of the Committee, October 28, at St. Anthony's Church on Folsom and Army Streets.1

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of October 24, 1985 was adjourned at 10:50 a.m.

JAMES G. FUSSELL, JR., President

James E. Clay

JAMES E. CLAY
Executive Director/Secretary

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SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

NOVEMBER 8, 1985

PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, NOVEMBER 14, 1985 AT 1815 EGBERT STREET.

James E Clay

JAMES E. CLAY
SECRETARY/EXECUTIVE DIRECTOR

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11/4/85

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY
COMMISSION WILL BE HELD ON THURSDAY, NOVEMBER 14, 1985
9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution Authorizing the Execution of the Memorandum of Understanding Between the Authority and the International Brotherhood of Electricians, Local 6.

   (b) Resolution - Resolution Authorizing the Payment of Expenses for Travel, Food and Lodging for Two (2) Prospective Candidates to Interview for the Finance Director Position.

   (c) Resolution - Recommendation to Extend Personal Services Contract with Carl L. Williams, Consultant.

   (d) Resolution - Resolution Authorizing Amendment No. 3 to the Professional Services Contract with Jane P. Hale.

   (e) Resolution - Resolution Authorizing the Purchase of Automotive Gasoline on the Open Market Without Formal Bids.

(f) Resolution - Resolution Authorizing the Extension of Selected Annual Service Contracts - (Fabrication of Draperies and Maintenance of Savin and Xerox Copiers).

(g) Resolution - Resolution Authorizing the Extension of Selected Annual Service Contracts - (Leasing of Motor Vehicles, Telephone Monitoring for Elevators, and Maintenance of RCA Mobile Radio Equipment).

(h) Resolution - Resolution Authorizing the Commission to execute a Compliance Agreement with HUD Concerning Handicapped Admission in Senior Projects.

(i) Resolution - Resolution Approving the Execution of an Agreement With the University of California's Lawrence Berkeley Laboratory to Provide Technical Assistance for a Tenant Incentive Energy Conservation Project at Authority Housing Complexes.

(j) Resolution - Resolution Authorizing that the San Francisco Housing Authority Purchase Computer System Software.

12. ADJOURNMENT:

James E. Clay
Secretary/Executive Director

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11/14/85

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, November 14, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, November 14, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

ABSENT: Reverend Harry Chuck, Vice President

A quorum was present.

ALSO PRESENT: James E. Clay, Executive Director
Geraldine Chavis, Legal Counsel

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2. VISITORS:

Christine Neal, Alice Griffith
Ms. Yip, 895 Pacific Avenue
Rose Bradley, North Beach
Florina Johnson, Hunters Point
Brad and Evelyn Bishop
Jimmie Mumphery, Hunters View
E. J. Powell, Alemany

3. APPROVAL OF AGENDA:

Mr. Clay requested that the agenda be amended to add the following items under new business: (k) Resolution Adopting "Disciplinary Policy and Procedures for Management Personnel of the San Francisco Housing Authority" and Rescinding Resolution No. 2434 and (l) Resolution Amending the Personnel Manual of the San Francisco Housing Authority to Delete in its Entirety the Provision "Compensatory Time Policy - IA for Executive Personnel."

Commissioner Cook moved to approve the agenda of November 14, 1985 as amended and Commissioner McNamara seconded the motion. The amended agenda of November 14, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Cook moved to approve the minutes of October 24, 1985 and Commissioner Brooks seconded the motion. The minutes of October 24, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

President Fussell stated that he and Mr. Clay met with Mayor Feinstein yesterday for a short period at her request. Primarily, the meeting was to update the Mayor on the handling of the Authority's response to the HUD audit findings. The Mayor's principal request is that the Authority provide her with a monthly update of the progress made on implementing changes as a result of that audit. President Fussell and Mr. Clay will be meeting with the Mayor on a monthly basis.

Mr. Clay stated that a letter has been received from Commissioner Cook stating that he will be resigning from the Commission effective December 31, 1985.

6. REPORT OF SECRETARY:

Mr. Clay stated that the Report of Secretary has been submitted in written form and asked if there were any questions. President Fussell stated that the new format for the Commission packet was excellent.

7. COMMITTEE REPORT:

Personnel Committee - Mr. Clay stated that the Personnel Committee met November 12, 1985. Items (k) and (l) under New Business were reviewed by the Committee and recommended for approval by the full Commission.

Finance Committee - President Fussell stated that the Finance Committee met November 1, 1985. The Committee reviewed Resolution (b) through (j) under New Business and recommended approval by the full Commission.

8. REPORT OF COUNSEL:

Counsel Chavis briefly outlined the activities of the Legal Department.

9. TENANT REPRESENTATIVE REPORT:

Maybelline Hubbard, President of PHTA, read and submitted the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2734

RESOLUTION AUTHORIZING THE EXECUTION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE AUTHORITY AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICIANS, LOCAL 6

* *

WHEREAS, the Authority has granted an extension of the Local 6 Agreement up to December 1, 1985;

WHEREAS, Local 6 has agreed to an extension of a memorandum of understanding effective December 1, 1985 through September 30, 1986, within wage determinations issued by HUD;

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Commission hereby approves the execution of a memorandum of understanding with Local 6 effective December 1, 1985 through September 30, 1986.

2. Journeymen Electricians will be paid at an hourly taxable rate of $23.09 with fringes of $4.93 for pension, $2.88 for health and welfare, consistent with wage determinations approved by HUD.

3. Fringes shall be adjusted in accordance with Electricians Trust Contract on June 1, 1986, consistent with HUD wage rate determinations.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Commissioner Cook moved to adopt Resolution No. 2734 and Commissioner Westbrook seconded the motion. Resolution No. 2734 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2735

RESOLUTION AUTHORIZING THE PAYMENT OF EXPENSES FOR TRAVEL, FOOD AND LODGING FOR TWO (2) PROSPECTIVE OUT-OF-STATE CANDIDATES TO INTERVIEW FOR THE FINANCE DIRECTOR POSITION

* *

WHEREAS, the position of Finance Director of the San Francisco Housing Authority is vacant and the Authority has invited all qualified persons to make application for this position; and

WHEREAS, after preliminary screening and telephone interviews, the Executive Director has narrowed the candidacy for this position to the five (5) best qualified individuals; and

WHEREAS, two (2) of these candidates are from out-of-state; and

WHEREAS, the most suitable and economical means of travel, food and lodging has been determined and shall not exceed $1,600;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director of this Authority is authorized to spend an amount not to exceed $1,600 for all related expenses.

2. All travel expenditures and reimbursements be in conformance with the rules and regulations of the travel policy of the Authority.

APPROVED AS TO FORM:

_____

Geraldine L. Chavis, Legal Counsel

Date: _____

Commissioner Westbrook moved to adopt Resolution No. 2735 and Commissioner Cook seconded the motion. Resolution No. 2735 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2736

RESOLUTION APPROVING EXTENSION OF CONTRACT FOR PROFESSIONAL SERVICES BY AND BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND CARL L. WILLIAMS, CONSULTANT

* *

WHEREAS, the Authority has selected a new Executive Director who will need assistance during the transition period; and

WHEREAS, the Authority has many complex activities, projects and programs that must be pursued expeditiously during the transition period; and

WHEREAS, the Consultant has a previous contract to provide the needed assistance and has been utilized to date on a limited basis providing these services; and

WHEREAS, the Executive Director has determined that the Consultant's services are still required to assist with several active and pending legal matters; and

WHEREAS, the original contract expired on July 15, 1985, ninety (90) days prior to the arrival of the new Executive Director;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is hereby authorized to execute an extension to the Professional Services Agreement with Carl L. Williams, commencing November 8, 1985.

APPROVED AS TO FORM:

_____

Geraldine L. Chavis, Legal Counsel

Date: _____

Commissioner Brooks moved to adopt Resolution No. 2736 and Commissioner Westbrook seconded the motion. Resolution No. 2736 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2737

RESOLUTION AUTHORIZING AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES CONTRACT WITH JANE P. HALE
* *

WHEREAS, by Resolution No. 2640, the San Francisco Housing Authority approved a professional services contract with Jane P. Hale; and

WHEREAS, there have been two amendments authorized; and

WHEREAS, the Authority now desires to extend the contract for a period of one (1) additional month;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director be, and he is hereby, authorized to execute Amendment No. 3 to said Contract in substantially the form attached hereto.

/Attachment

APPROVED AS TO FORM:

_____
Geraldine L. Chavis, Legal Counsel

Date: _____

Commissioner Cook moved to adopt Resolution No. 2737 and Commissioner Brooks seconded the motion. Resolution No. 2737 was UNANIMOUSLY ADOPTED.

AMENDMENT NO. 3 TO THE PERSONAL SERVICES CONTRACT
WITH JANE P. HALE DATED THE 28th DAY OF MARCH 1985

* *

WHEREAS, both parties to the Personal Services Contract with Jane P. Hale dated the 28th day of March 1985 wish to extend the contract for another period of one (1) month;

NOW, THEREFORE, the parties do mutually agree to amend as follows:

2. Time of Performance --
   a. The services of the Contractor shall continue through December 31, 1985.

3. Compensation and Method of Payment --
   Total payments under this Agreement shall not exceed $95,275.00. The Contractor shall continue to bill for her time at the rate of $50.00 per hour.

All other terms and conditions of aforesaid contract are incorporated herein and made a part hereof, and are still in force and effect.

IN WITNESS WHEREOF, the Authority and the Contractor have executed this Amendment No. 3 as of November 14, 1985.

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

_____

JAMES E. CLAY, EXECUTIVE DIRECTOR

CONTRACTOR:

_____

JANE P. HALE

APPROVED AS TO FORM:

_____

GERALDINE CHAVIS, COUNSEL

Dated: _____, 1985

GC:JPH:6G

(e) RESOLUTION NO. 2738

RESOLUTION AUTHORIZING THE PURCHASE OF AUTOMOTIVE GASOLINE ON THE OPEN MARKET WITHOUT FORMAL BIDS

* *

WHEREAS, Procurement Policy requires the use of formal advertising methods, the solicitation of bids and Board of Commission approval for purchase of goods and services costing $5,000.00 or more; and

WHEREAS, fuel prices fluctuate to the degree that suppliers are unwilling to offer firm prices, except for short periods of time; and

WHEREAS, the calling for formal bids serves no useful purpose for the Authority and is not justified under the circumstances;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Board of Commissioners finds and determines that it is not in the best interest of the Authority, nor justified under the circumstances, to call for formal bids at this time;

2. The Executive Director is hereby authorized to purchase automotive gasoline on the open market, using informal bidding methods, and

3. This Resolution will expire September 30, 1986.

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Commissioner Westbrook moved to adopt Resolution No. 2738 and Commissioner San Jule seconded the motion. Resolution No. 2738 was UNANIMOUSLY ADOPTED.

(f) RESOLUTION NO. 2739

RESOLUTION AUTHORIZING THE EXTENSION
OF SELECTED ANNUAL SERVICE CONTRACTS
(FABRICATION OF DRAPERIES AND MAINTENANCE
OF SAVIN AND XEROX COPIERS)
* *

WHEREAS, the Authority awarded certain contracts, on an annual basis, to cover repetitive type services needed to maintain tenant health and safety standards and to provide maintenance support for copying equipment used by the administrative staff; and

WHEREAS, these contracts were awarded to:

American Draperies
Savin Corporation
Xerox Corporation

WHEREAS, said service contracts may be extended for up to a one (1) year period at the option of the Authority; and

WHEREAS, extension for a one (1) year period is in the best economic and operational interest of the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Procurement Manager of this Authority is authorized to extend for a one (1) year period service contracts listed below in the dollar amount indicated:

American Draperies	$21,000.00
Savin Corporation	$ 7,861.00
Xerox Corporation	$ 7,500.00

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Commissioner Westbrook moved to adopt Resolution No. 2739 and Commissioner San Jule seconded the motion. Resolution No. 2739 was UNANIMOUSLY ADOPTED.

(g) RESOLUTION NO. 2740

RESOLUTION AUTHORIZING THE EXTENSION OF SELECTED ANNUAL SERVICE CONTRACTS (LEASING OF MOTOR VEHICLES, TELEPHONE MONITORING FOR ELEVATORS, AND MAINTENANCE OF RCA MOBILE RADIO EQUIPMENT)

* *

WHEREAS, the Authority awarded certain contracts, on a recurring basis, for services needed to support the maintenance and administrative staff of the Authority, the health and safety of tenants, and the maintenance of certain communications equipment; and

WHEREAS, these contracts were awarded to:

American International Leasing
Proxy Communications, Incorporated
Communications Research Company

WHEREAS, said contracts obligate the Authority for extended annual periods or may be extended for additional one (1) year periods at the option of the Authority; and

WHEREAS, said extensions for a one (1) year period are in the best economical and operational interest of the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Procurement Manager of the Authority is authorized to extend for a one (1) year period service contracts listed below in the not-to-exceed dollar amounts indicated:

American International Leasing	$199,981.00
Proxy Communications, Incorporated	$ 17,000.00
Communications Research Company	$ 11,000.00

APPROVED AS TO FORM:

_____
Geraldine Chavis, Legal Counsel

Date: _____

Commissioner Cook moved to adopt Resolution No. 2740 and Commissioner Westbrook seconded the motion. Resolution No. 2740 was UNANIMOUSLY ADOPTED.

(h) RESOLUTION NO. 2741

RESOLUTION AUTHORIZING THE COMMISSIONERS TO ENTER INTO A COMPLIANCE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONCERNING HANDICAPPED ADMISSIONS IN SENIOR PROJECTS

* *

WHEREAS, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap/disability in federally assisted programs; and

WHEREAS, Federal law and regulations promulgated by the Department of Housing and Urban Development (hereinafter referred to as HUD) define "elderly family" to include "disabled or handicapped persons"; and

WHEREAS, the Commissioners wish to comply with Federal law and regulation; and

WHEREAS, HUD has required that a Compliance Agreement be entered between the Authority and HUD to assure that handicapped/disabled applicants for public housing are not discriminated against;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. It is the policy of this Authority that the Authority shall not discriminate against any qualified handicapped/disabled person in the terms, conditions, privileges of rental or occupancy of elderly dwelling units owned or managed by the Authority.

2. The President and the Executive Director are authorized to execute a Compliance Agreement with HUD in substantially the form as attached hereto and made a part hereof.

3. This resolution is to take effect immediately.

/Attachment

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS
Legal Counsel

DATED: November ____ , 1985

Commissioner McNamara expressed his concerns regarding this compliance agreement as it relates to minor children in senior buildings. Counsel Chavis explained the HUD regulations and Authority's obligations thereunder and introduced Ms. Allean Banks, EO Specialist from HUD, who was present to answer any questions.

Commissioner Cook moved to amend the language in the Compliance Agreement under Section II. Affirmative Action B2, second to last sentence after the word suitable add "unit, based on bedroom size and" and Commissioner McNamara seconded the motion. The motion was UNANIMOUSLY ADOPTED.

Commissioner Brooks moved to adopt Resolution No. 2741 as amended and Commissioner San Jule seconded the motion. Resolution No. 2741 was adopted by majority vote with one no vote from Commissioner McNamara.

FILE

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REGION 9

COMPLIANCE AGREEMENT

BETWEEN

THE UNITED STATES

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(Herein Referred to as "The Secretary")

AND

THE HOUSING AUTHORITY OF SAN FRANCISCO, CALIFORNIA
(Herein Referred to as "The Authority")

THE SECRETARY OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE HOUSING AUTHORITY OF SAN FRANCISCO, CALIFORNIA, HAVE DECIDED TO SETTLE THE MATTER OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973. IT IS AGREED THAT A SETTLEMENT BE ENTERED INTO UNDER THE FOLLOWING TERMS AND CONDITIONS:

I GENERAL PROVISIONS

A. The Authority agrees that the Secretary, on his/her own motion, may review compliance with this Agreement. As a part of such review, the Secretary may require written reports concerning compliance. This Agreement applies to all elderly low-rent housing units owned and/or operated by, or hereafter acquired by the Authority.

B. It is understood that this Agreement does not constitute an admission by the Authority of any violations of Section 504 of the Rehabilitation Act of 1973 or any provisions under the Annual Contributions Contract.

C. The Authority agrees to undertake an affirmative program of nondiscrimination to ensure equal housing opportunities without regard to handicap/disability.

D. The Authority agrees that it shall refrain from committing any act of discrimination against any qualified handicapped/disabled person in the terms, conditions, or privileges of rental of a dwelling unit in an elderly project or in the provision of services or facilities in connection therewith.

E. The Authority agrees to refrain from interfering with any person in the exercise or the enjoyment of the right to rent or occupy an elderly housing project in any manner that might result in discrimination on the basis of handicap/disability.

F. The Authority agrees to process the applications of all qualified handicapped/disabled persons for occupancy of elderly dwelling units owned or managed by the Authority in accordance with its adopted Tenant Selection and Assignment Plan, as modified by the terms of this Agreement.

II. AFFIRMATIVE ACTION

In the light of the fact that, by definition, "elderly family" applies to handicapped/disabled persons (regardless of age), the Authority agrees that within 60 days of receipt of notification of the approval of this Agreement, it shall take the following affirmative steps to ensure that qualified handicapped/disabled persons have equal access to elderly developments owned and/or operated by the Authority:

A. RECEIPT AND PROCESSING OF APPLICATIONS

1. That it will accept applications from disabled/handicapped persons whenever it is accepting applications from elderly persons; and

2. That it will process applications from disabled/handicapped persons along with and in the same manner as those received from elderly persons.

B. ASSIGNMENT OF APPLICANTS

1. That it will not refuse to place qualified disabled/handicapped applicants, regardless of age, in developments designed for occupancy by the elderly; and

2. That it will place qualified disabled/handicapped persons with minor children in accessible units in family developments except that when there are no available accessible units in family developments, the Authority will not refuse to place such applicants in elderly developments pending the availability of a suitable unit based on family size and accessibility in a family development. The applicant shall be advised, in writing, that his/her placement in the elderly development is temporary and that he/she may be required to transfer to a suitable unit in a family development when such unit becomes available.

C. STEPS TO INFORM STAFF, TENANTS, AND PROSPECTIVE TENANTS OF POLICY REGARDING ADMISSION OF HANDICPAPPED/DISABLED PERSONS TO ELDERLY PROJECTS

1. That it will rescind any past policies, procedures, or instructions which preclude the admission of qualified handicapped/disabled persons to elderly developments and will distribute written notification to staff regarding the eligibility of such persons to developments designed for occupancy;

2. That it will provide training to all staff involved in the selection and assignment of applicants for elderly developments; and

3. That it will conspicuously post and display, in all elderly developments and offices where applications are accepted, notice indicating that developments designed for elderly occupancy are open to qualified handicapped/disabled persons, regardless of age.

D. TRANSFERS

1. That it will distribute to all present tenants in family projects a notice explaining that qualified handicapped/disabled persons (regardless of age) are eligible for admission to projects designed for the elderly and offering present handicapped/disabled tenants in inaccessible family projects/units an opportunity to request transfer to accessible units in elderly projects. The notice shall advise that, at present, only those tenants with a verifiable and emergency need for accessibility will be granted transfers as suitable units become available;

2. Within 30 days of notification of his/her right to request transfer, each handicapped/disabled tenant who desires to transfer from a family project to an elderly project shall be required to submit an application explaining the need for a transfer. The application shall be date and time stamped when received and the applicant shall be placed on a "transfer waiting list" in accordance with priority of need and date and time of receipt of application;

3. Handicapped/disabled tenants with verifiable need for transfer from inaccessible family projects/units to accessible units in elderly projects shall be given priority over outside applicants; and

4. Handicapped/disabled tenants applying for transfer shall not be required to re-establish their eligibility for public housing and shall not be required to provide information on their transfer application other than name, address, number of persons in the family, sex and age of family members, and explanation of need for the requested transfer.

III RELIEF TO COMPLAINANTS

The Authority agrees to take the following action as relief to the nine complainants who applied for housing during the time that the Authority was accepting applications from the elderly but who were told they could not apply because they were not qualified as elderly:

A. The Authority shall contact each of the nine complainants to determine if he/she is still interested in housing;

B. Any complainant who expresses continued interest in housing shall be placed on the Authority's waiting list in accordance with established procedures; and

C. Each complainant's place on the waiting list shall be based on the date of his/her complaint to HUD.

Following are the names of the nine complainants and their telephone numbers, addresses, and the dates of their complaints:

Ms. Ada Brandson	200 Carl St., #101 S. F., CA 94117 564-0383	2/6/85
Mr. John W. P. Eggleton	Hotel Baldwin, #905 321 Grant Ave. S.F., CA 94108	2/8/85
Mr. Alfred Coleman	4824 3rd St., #1 S. F., CA 94124 821-3368	2/11/85
Ms. Emilyn Coggs	409 Head St., #12 S. F., CA 94121 239-4539	2/11/85
Ms. Betty J. Sperow	146 Valley St. S. F., CA 94131 821-6166	2/12/85
Mr. James Gladden	P. O. Box 34272 S. F., CA 94134 822-7039	2/12/85

Ms. Etta M. Byrd	56 Tucker St. S. F., CA 94134 467-1909	2/15/85
Mr. Kaster Tezino	1550 California St. Box 251 S. F., CA 94109	2/28/85
Ms. Gerda Fischer	3930 Noriega St. S. F., CA 94122 665-1153	4/10/85

IV REPORTING REQUIREMENTS

A. Thirty days after receipt of notice of approval of this Agreement, the Authority shall submit a report setting forth all actions taken with respect to Part III of this Agreement.

B. Sixty days after receipt of notice of approval of this Agreement, the Authority shall submit a report setting forth all steps taken thus far to conform with the provisions of this Agreement. Such report shall include copies of all notices posted and sent pursuant to the Agreement.

C. One year following receipt of notice of approval of this Agreement, and at one-year intervals for a period of three years, the Authority shall submit to HUD, a report providing the following information:

1. Name and address of each disabled/handicapped applicant who applied for housing during the preceding 12-month period, showing for each such applicant:

   a. Date application submitted

   b. Number of persons in family

   c. Preference or priority category

   d. If there was an offer of a unit, whether offer was for a family or elderly project and date of offer; if offer was rejected by applicant, reason therefor

2. Name and address of each handicapped/disabled tenant who applied for a transfer pursuant to paragraph II-D of this Agreement, showing for each such tenant:

   a. Date of application for transfer

   b. Reason for requested transfer

   c. Unit size for which family qualified

   d. If transfer was granted, date of move and whether the transfer was to an elderly or family project

e. If transfer was not granted, reason therefor

f. If placed on "transfer waiting list," present priority position

D. For a period of three years following receipt of notice of approval of this Agreement, the Authority shall maintain and retain all records which are the source of or contain information pertaining to its obligations to comply with this Agreement. Representatives of HUD shall be permitted to inspect and copy all records of the Authority pertinent to compliance with any section of this Agreement at any reasonable times. All data, information, and reports shall be sent to:

Director, Office of Fair Housing and
Equal Opportunity, HUD
450 Golden Gate Avenue, P. O. Box 36003
San Francisco, CA 94102

E. This Agreement gives the Secretary continuing jurisdiction over the matters related hereto. It should be understood that this Agreement is a contractual obligation running to the Secretary and that the Secretary may sue on the Agreement in the event of substantial violation on the part of the Authority.

SIGNATURE PAGE

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO

Chairperson, Board of Commissioners — Date

James E Clay — 11/15/85

James E. Clay, Executive Director
San Francisco Housing Authority — Date

Recommended for Approval:

Allean M. Banks, EOSpecialist — Date

Concurred in by:

Harold Redic, Chief
Title VI/Section 109 Branch — Date

Anita Patton, Compliance Director, FH&EO — Date

I RECOMMEND APPROVAL OF THIS AGREEMENT:

LaVera Gillespie, Director
Office of Fair Housing
and Equal Opportunity, Region 9 — Date

(i)

RESOLUTION NO. 2742

RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA'S LAWRENCE BERKELEY LABORATORY TO PROVIDE TECHNICAL ASSISTANCE FOR A TENANT INCENTIVE ENERGY CONSERVATION PROJECT IN AUTHORITY HOUSING COMPLEXES

* *

WHEREAS, on July 11, 1985, the Commission of the Housing Authority of the City and County of San Francisco adopted Resolution No. 2680, approving an agreement with the City and County of San Francisco, providing funds for energy conservation work for Authority Housing Projects; and

WHEREAS, one portion of this agreement provided funds to conduct an experiment to determine if cash rebates to residents in master metered public housing projects would provide an incentive for the residents to save energy in those projects; and

WHEREAS, such an experiment requires scientific expertise to ensure that the experiment is conducted appropriately; and

WHEREAS, $35,000 has been provided in the agreement with the City and County of San Francisco to retain the University of California's Lawrence Berkeley Laboratory for this purpose; and

WHEREAS, the scientists and Lawrence Berkeley Laboratory are interested in public housing energy issues and are available to assist the Authority in this energy conservation experiment.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director be and he is authorized to execute an Agreement with the University of California's Lawrence Berkeley Laboratory to provide technical assistance for a tenant incentive energy conservation program for a total fee of $35,000.

2. That this Resolution becomes effective immediately.

APPROVED AS TO FORM:

_____

Legal Counsel

_____

Date

Commissioner Westbrook moved to adopt Resolution No. 2742 and Commissioner Brooks seconded the motion. Resolution No. 2742 was UNANIMOUSLY ADOPTED.

(j) RESOLUTION NO. 2743

RESOLUTION AUTHORIZING THAT THE
SAN FRANCISCO HOUSING AUTHORITY
PURCHASE COMPUTER SYSTEM SOFTWARE
* * * * * * * * * * * * * * * * * *

WHEREAS, we currently spend in excess of $14,000 per year for the lease of system software; and

WHEREAS, the pricing policy has, recently, been changed to make the purchase of system software advantageous; and

WHEREAS, after two years we will realize savings of at least $14,000 per year;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is authorized to purchase the listed system software for an amount not to exceed $30,000.

System Software

Control program facility	$20,020
RPG (programming language)	$ 2,800
Interactive database utility	$ 2,730
Text management	$ 1,800
Reformat utility	$ 546

APPROVED AS TO FORM:

_____
Legal Counsel

_____
Date

Commissioner Westbrook moved to adopt Resolution No. 2743 and Commissioner Brooks seconded the motion. Resolution No. 2743 was UNANIMOUSLY ADOPTED.

RESOLUTION NO. 2744

RESOLUTION ADOPTING "DISCIPLINARY POLICY AND PROCEDURES FOR MANAGEMENT PERSONNEL OF THE SAN FRANCISCO HOUSING AUTHORITY" AND RESCINDING RESOLUTION NO. 2434

* *

WHEREAS, Section IV of the Bylaws adopted by the Commission of the San Francisco Housing Authority and amended May 26, 1983, provides that the Secretary shall be the Executive Director of the Authority and, as Executive Director, he/she shall have general supervision over the administration of its business affairs, subject to the direction of the Commission; and

WHEREAS, the Commission has authorized the Executive Director to enter into agreements with the Authority's craft, administrative, and clerical employees respecting the policies, procedures, terms and conditions of their employment with the Authority; and

WHEREAS, the Commission recognizes that prudent public personnel administration requires the adoption of policies and procedures governing the grievances and disciplining of employees not covered by collective bargaining agreements; and

WHEREAS, the Commission has reviewed the recommendation of the Executive Director as set forth in "Disciplinary Procedures for Management Personnel."

NOW, THEREFORE, BE IT RESOLVED THAT:

The Commission adopts the "Disciplinary Policy and Procedures for Management Personnel" in substantial form as attached hereto as its policy for management personnel of the San Francisco Housing Authority.

BE IT FURTHER RESOLVED that Resolution No. 2434 adopted on December 12, 1981, is hereby rescinded.

This Resolution is to take effect immediately.

/Attachment

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS
Legal Counsel

DATED: November ____, 1985

Commissioner Westbrook moved to adopt Resolution No. 2744 and Commissioner San Jule seconded the motion. Resolution No. 2744 was UNANIMOUSLY ADOPTED.

RESOLUTION NO. 2745

RESOLUTION AMENDING THE PERSONNEL MANUAL OF THE SAN FRANCISCO HOUSING AUTHORITY TO DELETE IN ITS ENTIRETY THE PROVISION "COMPENSATORY TIME POLICY - IA" FOR EXECUTIVE PERSONNEL

* *

WHEREAS, Section IV of the Bylaws adopted by the Commission of the San Francisco Housing Authority and amended on May 26, 1983, provides that the Secretary shall be the Executive Director of the Authority and, as Executive Director, he/she shall have general supervision over the administration of its business affairs subject to the direction of the Commission; and

WHEREAS, the Commission has authorized the Executive Director to enter into agreements with the Authority's craft, administrative, and clerical employees respecting the policies, procedures, terms, and conditions of their employment with the Authority; and

WHEREAS, the Commission has reviewed the recommendation of the Executive Director to delete from the current Personnel Manual the provision setting forth the compensatory time policy for executive personnel.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Commission deletes in its entirety the provision Compensatory Time Policy -IA of the San Francisco Housing Authority from the Personnel Manual.

This Resolution is to take effect immediately.

APPROVED AS TO FORM:

_____ DATED: _____

GERALDINE L. CHAVIS, Legal Counsel

Commissioner San Jule moved to adopt Resolution No. 2745 and Commissioner Brooks seconded the motion. Resolution No. 2745 was UNANIMOUSLY ADOPTED.

Visitors - Mr. Clay called on the following visitors who wished to address the Commission: Ms Yip, 895 Pacific Avenue - no heat; Rose Bradley - lack of maintenance service and transfer to larger unit; Florina Johnson - fire damage to Hunters Point Center not repaired; Brad and Evelyn Bishop - applicants for 3-4 Bedroom; Jimmie Mumphery, Hunters View - trees need trimming; Jewel Green, Hunters View - speed bumps and tenants being charged too much money for washers/dryers; E. J. Powell, Alemany - showers and wiring problem.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of November 14, 1985 was adjourned at 9:55 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss personnel matters.

_____

JAMES G. FUSSELL, JR., President

James E. Clay

JAMES E. CLAY
Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

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NOVEMBER 22, 1985

P U B L I C N O T I C E

DUE TO THE THANKSGIVING DAY HOLIDAY, THE NEXT REGULARLY SCHEDULED MEETING OF THE COMMISSION WILL NOT BE HELD ON THURSDAY, NOVEMBER ~~29~~, 1985.

should be "28"

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, NOVEMBER ~~24~~, 1985 at 9:30 a. m., at 1815 EGBERT AVENUE, SAN FRANCISCO, CALIFORNIA.

should be "27"

James E Clay

JAMES CLAY
SECRETARY/EXECUTIVE DIRECTOR

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should be "wednesday"

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON ~~THURSDAY~~, NOVEMBER 27, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A

* * * * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Resolution of Appreciation to Ms. Robin E. Evans, Employee of the Month - November, 1985.

   *(b) Resolution - Resolution Authorizing the Extension of Selected Maintenance Service Contracts (Emergency Plumbing and Heating and Elevator Maintenance).

   *(c) Resolution - Resolution Authorizing the Extension of Selected Maintenance Service Contracts (Glazing and Preventative Maintenance and Repair of Typewriters).

   (d) Report concerning per diem for Commissioners.

   (e) Report concerning disposition of used motor vehicles.

   (f) Report on the Low Income Budget for period ending August 31, 1985.

*One covering memorandum

(g) Status Report on the Rosa Parks Development.

(h) Capital Improvements Status Report

(i) SFHA Organizational Realignment.

12. ADJOURNMENT:

James E. Clay
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Wednesday, November 27, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Wednesday, November 27, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:35 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

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A quorum was present.

ALSO PRESENT: James E. Clay, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

3. APPROVAL OF AGENDA:

Commissioner San Jule moved to approve the agenda of November 27, 1985 and Commissioner Westbrook seconded the motion. The agenda of November 27, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Westbrook moved to approve the minutes of November 14, 1985 and Commissioner Brooks seconded the motion. The minutes of November 14, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Clay stated that a letter has been received from Bill Witte, Director of the Mayor's Office of Housing and Economic Development, requesting that the Commission consider issuing tax exempt bonds for several developments. Mr. Clay stated that after review by bond counsel, he will make a recommendation to the Commission.

6. REPORT OF SECRETARY:

Mr. Clay stated that the written Report of Secretary has been submitted. In addition to the written report he requested that a committee of the Commission meet to review, explore options and make recommendations regarding the National Utilities Services lawsuit.

President Fussell noted that he and Mr. Clay will be meeting with the Mayor on December 4, 1985 to provide her with an update on the Authority's operations.

7. COMMITTEE REPORT:

None

8. REPORT OF COUNSEL:

Counsel Geraldine Chavis stated that the written report of Legal Department activities has been submitted.

9. TENANT REPRESENTATIVE REPORT:

None

10. UNFINISHED BUSINESS:

(a) RESOLUTION NO. 2746

RESOLUTION APPROVING THE PAYMENT OF ADMINISTRATIVE LEAVE TO DENNIS GUEST FOR THE PERIOD OF OCTOBER 28, 1985 THROUGH NOVEMBER 26, 1985

* *

WHEREAS, Dennis Guest's termination effective October 25, 1985, was deemed necessary; and

WHEREAS, Dennis Guest requested that the Commission grant him thirty (30) days' administrative leave; and

WHEREAS, the Commission deemed it appropriate to authorize thirty (30) days' administrative leave for the period commencing October 28, 1985 through November 26, 1985;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is authorized to pay administrative leave to Dennis Guest for the period October 28, 1985 through November 25, 1985.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Mr. Clay stated that this matter was discussed in executive session and was now before the Commission for formal action.

Commissioner San Jule moved to adopt Resolution No. 2746 and Commissioner Westbrook seconded the motion. Resolution No. 2746 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2748

RESOLUTION AUTHORIZING THE EXTENSION OF SELECTED MAINTENANCE SERVICE CONTRACTS (EMERGENCY PLUMBING AND HEATING AND ELEVATOR MAINTENANCE)

* * * * * * * * * * * * * * * * * * *

WHEREAS, Board of Commission Resolution Nos. 2725, 2726 and 2727, adopted October 10, 1985 authorized the extension of contract numbers 85-00602, 850061, and 85-00235 for a sixty (60) day period, covering October 1, 1985 through November 30, 1985; and

WHEREAS, Authority staff is still in the process of modifying these contracts; and

WHEREAS, the services covered by the above contracts are required to provide continuous emergency plumbing and heating repairs and elevator repairs in support of Authority tenants;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. That the Executive Director is authorized to extend for a ten (10) month period, the service contracts listed below in the not-to-exceed dollar amounts indicated:

Demakas Plumbing and Heating, Inc.

Heating	$311,000.00
Plumbing	$150,000.00
Westinghouse Elevator Company	$253,500.00

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

(c) RESOLUTION NO. 2749

RESOLUTION AUTHORIZING THE EXTENSION
OF SELECTED MAINTENANCE SERVICE CONTRACTS
(GLAZING AND PREVENTATIVE MAINTENANCE
AND REPAIR OF TYPEWRITERS)
* *

WHEREAS, the Authority awarded certain contracts for services required to support both the health and safety of tenants and the administrative staff of the Authority; and

WHEREAS, these contracts were awarded to:

Bay Cities Glass, Incorporated
Habenicht and Howlett, Incorporated
Jackson and Sons Glass Company
Oliver Brothers Glass Company, Inc.
Theisen Glass Company
San Francisco Business Machines

WHEREAS, said contracts may be extended for additional one (1) year periods at the option of the Authority; and

WHEREAS, extension of services covering the period of December 1, 1985 through, and including, September 30, 1986, is in the best economical and operational interest of the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Procurement Manager of the Authority is authorized to extend for a ten (10) month period the service contracts listed below in the not-to-exceed dollar amounts indicated;

Bay Cities Glass, Incorporated	$15,500
Habenicht and Howlett, Incorporated	$35,000
Jackson and Sons Glass Company	$25,000
Oliver Brothers Glass Company, Inc.	$35,000
Theisen Glass Company	$25,000
San Francisco Business Machines	$ 5,980

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Commissioner Westbrook moved to adopt Resolutions No. 2748 and No. 2749 and Commissioner Chuck seconded the motion. Resolutions No. 2748 and No. 2749 were UNANIMOUSLY ADOPTED.

(d) REPORT CONCERNING PER DIEM FOR COMMISSIONERS

President Fussell stated that in response to questions from Commissioners, the Finance Department has put together a report on Per Diem for Commissioners. There were no questions from the Commission and no action was taken.

(e) REPORT CONCERNING DISPOSITION OF USED MOTOR VEHICLES

President Fussell stated that this report concerning disposition of used motor vehicles was prepared by staff in response to questions raised by the Commission. Commissioner Westbrook asked that in the future the Commission be notified before any action

was taken. Mr. Clay noted that in the Report of Secretary he indicated that there will be no disposition of any material prior to notification of the Commission. That will be the procedure.

(f) REPORT ON THE LOW INCOME BUDGET FOR PERIOD ENDING AUGUST 31, 1985

Mr. Clay stated that the computer printout of the budget is an example of what we have to date. Mrs. Hale and her staff were available to answer any questions. President Fussell requested that the Finance Committee meet to review in detail the monthly closing of the general ledger and report back to the full Commission. Mr. Clay stated that in the future there will also be a summary attached to the computer printout.

(g) STATUS REPORT ON THE ROSA PARKS DEVELOPMENT

At the request of the Commission, staff has prepared a status report on the Rosa Parks Development. Questions raised by the Commission regarding vacancies, volunteer staff and security were answered by Mr. Clay and Miss Effie Robinson, Director of Senior Programs. No Commission action was taken or required.

(h) CAPITAL IMPROVEMENTS STATUS REPORT

Mr. Clay called on Mr. Ron Atkielski, Acting Director of Program Development. Mr. Atkielski provided a very thorough overview of the capital improvements expenditures proposed by staff. Mr. Clay stated that staff will be coming back to the Commission with some final recommendations. No Commission action was taken or required.

(i) SFHA ORGANIZATIONAL REALIGNMENT

With the use of organizational charts, Mr. Clay showed how the Authority is presently structured and the new organizational realignment. Mr. Clay stated that a detailed notebook with budget figures will be provided. The realignment consolidates various functional responsibilities. Mr. Clay stated that he has been looking at functions, responsibilities and what it takes to accomplish the job. Commissioner San Jule expressed her concern of how the employees would be impacted by this realignment. President Fussell expressed his support for the new organizational structure and asked when it would be implemented. Mr. Clay stated that he hoped to have it in place by January 1. No Commission action was taken or required.

12. ADJOURNMENT:

There being no further business to come before the Commission, the meeting of November 27, 1985 was adjourned at 11:50 a.m. Following the regular Commission meeting, the Commission went into Executive Session to discuss a litigation issue.

JAMES G. FUSSELL, JR., President

James E. Clay

JAMES E. CLAY
Executive Director/Secretary

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
James G. Fussell, Jr., *President*
Reverend Harry Chuck, *Vice President*
Joan M. San Jule, *Commissioner*
Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

DECEMBER 6, 1985

PUBLIC NOTICE

THE REGULARLY SCHEDULED MEETING OF THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO WILL BE HELD AT 9:30 A.M., THURSDAY, DECEMBER 12, 1985 AT 1815 EGBERT AVENUE.

James E. Clay

JAMES E. CLAY
SECRETARY/EXECUTIVE DIRECTOR

REGULAR MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, DECEMBER 12, 1985 9:30 A.M., 1815 EGBERT AVENUE, SAN FRANCISCO CALIFORNIA

T E N T A T I V E A G E N D A
* * * * * * * * * * * * * * * *

1. ROLL CALL:

   James G. Fussell, Jr., President
   Reverend Harry Chuck, Vice President
   Joan M. San Jule, Commissioner
   Preston Cook, Commissioner
   Betty Brooks, Commissioner
   Elouise Westbrook, Commissioner
   James McNamara, Commissioner

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2. VISITORS:

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. GENERAL COMMUNICATIONS:

6. REPORT OF SECRETARY:

7. COMMITTEE REPORT:

8. REPORT OF COUNSEL:

9. TENANT REPRESENTATIVE REPORT:

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

   (a) Resolution - Authorizing that the San Francisco Housing Authority Purchase the Tab 2580 Burster

   (b) Resolution - Authorizing Application for Housing Vouchers for Yerba Buena Plaza West

   (c) Resolution - Approving a Contract with Linda Wright to Develop Specifications for Computerization of the Section 8 Program

   (d) Resolution - Authorizing the Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds in an Aggregate Principal Amount not to Exceed $35,000,000 for the Purpose of Making a Loan to Metro Post, Ltd., a California Limited Partnership, to provide Financing of the Cost of Developing a Multifamily Rental Housing Development, Determining and Prescribing Certain Matters Relating Thereto and Approving and Authorizing Related Actions and the Execution and Delivery of Related Documents and Agreements

New Business (cont.)

(e) Resolution - Authorizing the Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds in an Aggregate Principal Amount not to Exceed $13,500,000 for the Purpose of Making a Loan to Grosvenor Potrero Hill Associates, a California General Partnership, to Provide Financing of the Cost of Developing a Multifamily Rental Housing Development, Determining and Prescribing Certain Matters Relating Thereto and Approving and Authorizing Related Actions and the Execution and Delivery of Related Documents and Agreements

(f) Resolution - Naming Replacement Director of Civic Center Housing Finance Corporation

(g) Resolution - Expressing Appreciation of the San Francisco Housing Authority to AT&T and its Employees for Years of Outstanding Community Service to Residents of 320-330 Clementina Towers

(h) Resolution - Commending Commissioner Preston Cook for Services to the San Francisco Housing Authority

12. ADJOURNMENT:

James E. Clay

JAMES E. CLAY
Secretary/Executive Director

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HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting Held:
Thursday, December 12, 1985

1815 Egbert Avenue
San Francisco, CA

The Housing Authority of the City and County of San Francisco met in regular session at 1815 Egbert Avenue, San Francisco, California on Thursday, December 12, 1985 at 9:30 a.m.

1. ROLL CALL:

The meeting was called to order by President Fussell at 9:30 a.m.

Roll Call found the following members to be:

PRESENT: James G. Fussell, Jr., President
Reverend Harry Chuck, Vice President (arrived 9:35)
Joan San Jule, Commissioner
Preston Cook, Commissioner
Betty Brooks, Commissioner
Elouise Westbrook, Commissioner
James McNamara, Commissioner

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A quorum was present.

ALSO PRESENT: James E. Clay, Executive Director
Geraldine Chavis, Legal Counsel

2. VISITORS:

Jewel Green, Hunters View

3. APPROVAL OF AGENDA:

Commissioner Brooks moved to approve the agenda of December 12, 1985 and Commissioner Westbrook seconded the motion. The agenda of December 12, 1985 was UNANIMOUSLY APPROVED.

4. APPROVAL OF MINUTES:

Commissioner Brooks moved to approve the minutes of November 27, 1985 and Commissioner Westbrook seconded the motion. The minutes of November 27, 1985 were UNANIMOUSLY APPROVED.

5. GENERAL COMMUNICATIONS:

Mr. Clay called attention to the following items that were distributed to the Commission as supplements: 1) Analysis of development of 13 additional units as requested by Commissioner Cook; 2) Revised resolution on bond issuance; 3) Report - Update on Rosa Parks; 4) Resolution on ranges and refrigerators.

Commissioner San Jule asked about the status of 440 Turk Street. Mr. Clay stated that from a construction point of view, we are on schedule. A detailed report will be provided at the January Commission meeting.

6. REPORT OF SECRETARY:

The Report of Secretary has been submitted in written form.

Mr. Clay also provided an update on security at the Rosa Parks development. Mr. Gilford from the Mayor's Office of Criminal Justice has been working very closely with the Authority on this issue and was present. Mr. Clay stated that he met with the tenants of Rosa Parks earlier this week and indicated to them that the funds for security that were granted to the Authority were on a one-time basis and would expire December 13. 1986. The security plan that was developed in conjunction with the police and the Mayor's Office of Criminal Justice was explained to the tenants. It involves a tightening of security around the perimeters but did not provide for on-site security guards in the building. Since that time, Mr. Clay has been advised by the Mayor's Office that the city has been able to identify some funds to assist the Authority in maintaining some level of on-site security for the building. Mr. Gilford addressed the Commission on this issue and answered the concerns raised by the Commissioners. Commissioners Westbrook, Brooks and San Jule expressed their concerns regarding security in all of the Authority's senior buildings.

7. COMMITTEE REPORT:

Finance Committee - President Fussell stated that the Finance Committee met on December 6, 1986 and the items reviewed by the Committee were referred for approval by the full Commission.

Audit Committee - President Fussell stated that the Audit Committee met on December 6, 1986 and heard from Ms. Chavis, Legal Counsel and Otis McGee, outside counsel, regarding the National Utilities Service case that has been in Superior Court. That issue will be the subject of an executive session immediately following the meeting to discuss what the legal strategy might be as a next step.

8. REPORT OF COUNSEL:

Counsel Geraldine Chavis stated that the Report of Counsel has been distributed in the Commission packets and provided a brief summary. Ms. Chavis stated that attorney Gary Lafayette of Alexander, Millner & McGee was present to review in executive session the National Utilities Service case. Also, bond cousenl, Dave Kroot was present to review the resolutions regarding bond issuance.

9. TENANT REPRESENTATIVE REPORT:

Laura Berry, Recording Secretary of PHTA, read the Report of PHTA Activities.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

(a) RESOLUTION NO. 2750

RESOLUTION AUTHORIZING THAT
THE SAN FRANCISCO HOUSING AUTHORITY
PURCHASE
THE TAB 2580 BURSTER

* *

WHEREAS, we currently perform all bursting of checks and documents on a 10 year old burster; and

WHEREAS, we have developed a need to automatically imprint signatures and count number of checks processed; and

WHEREAS, after a review of three different bursters the TAB 2580 was chosen as the best in terms of cost and ease of use; and

WHEREAS, the cost of this equipment will be offset, after 4 years, in manhour savings from use of this equipment; and

WHEREAS, the amount of $9000.00 has been budgeted;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO:

1. That the Executive Director is authorized to purchase the TAB 2580 burster for an amount not to exceed $8090.00 plus applicable tax, and to contract for yearly maintenance at the rate of $505.00

APPROVED AS TO FORM:

_____
GERALDINE L. CHAVIS, Legal Counsel

DATED: _____

Commissioner Cook moved to adopt Resolution No. 2750 and Commissioner Westbrook seconded the motion. Resolution No. 2750 was UNANIMOUSLY ADOPTED.

(b) RESOLUTION NO. 2751

RESOLUTION AUTHORIZING APPLICATION FOR
HOUSING VOUCHERS FOR YERBA BUENA PLAZA WEST
* *

WHEREAS, on September 19, 1985 the Department of Housing and Urban Development invited the San Francisco Housing Authority to place an application for Housing Vouchers for the Yerba Buena Plaza West site; and

WHEREAS, the San Francisco Housing Authority (Section 8 Department) submitted an informal application to HUD for 42 Housing Vouchers in connection with Yerba Buena Plaza West; and

WHEREAS, that application was approved by HUD on September 30, 1985 and 42 Housing Vouchers and $32,738 in Annual Contributions authority was reserved for the New Construction of Yerba Buena Plaza West, and HUD instructed that the application should be formalized by Commission Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Commission hereby formally approves the application submitted on September 18, 1985 for Housing Vouchers for Yerba Buena Plaza West.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Commissioner Cook moved to adopt Resolution No. 2751 and Commissioner San Jule seconded the motion. Resolution No. 2751 was UNANIMOUSLY ADOPTED.

(c) RESOLUTION NO. 2752

RESOLUTION APPROVING A CONTRACT WITH
LINDA WRIGHT TO DEVELOP SPECIFICATIONS FOR
COMPUTERIZATION OF THE SECTION 8 PROGRAM
* *

WHEREAS, in HUD's October 4, 1985 Management Review Report relative to the Section 8 Program, states that priority should be given to the computerization of the Section 8 Program; and

WHEREAS, on September 26, 1985, Resolution No. 2710 authorized the Director of Information Systems to begin computerization of the Section 8 intake functions, and after reassessing our priorities it was decided that full automation of the eEction 8 Program would be more efficient and economical; and

WHEREAS, after interviews with four (4) vendors specializing in PHA field automation, it was determined that the proposal submitted by Ms. Linda Wright was most consistent with SFHA's needs; and that a contract should be executed in the amount of $15,000;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director will execute a contract with Ms. Linda Wright who will fully automate the Section 8 Program according to the specifications submitted by her.

2. That the execution of a contract with Ms. Wright is not to exceed $15,000.

APPROVED AS TO FORM:

_____
Legal Counsel

Date: _____

Mr. Clay stated that this resolution will be amended to add language to invalidate the previous approval. Commissioner Westbrook moved to adopt Resolution No. 2752 and Commissioner Brooks seconded the motion. Resolution No. 2752 was UNANIMOUSLY ADOPTED.

(d) RESOLUTION NO. 2753

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE AMOUNT NOT TO EXCEED $35,000,000 FOR THE PURPOSE OF MAKING A LOAN TO METRO POST, LTD., A CALIFORNIA LIMITED PARTNERSHIP, TO PROVIDE FINANCING OF THE COST OF DEVELOPING A MULTIFAMILY RENTAL HOUSING DEVELOPMENT, DETERMINING AND PRESCRIBING CERTAIN MATTERS RELATING THERETO AND APPROVING AND AUTHORIZING RELATED ACTIONS AND THE EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND AGREEMENTS

* *

Commissioner Cook moved to adopt Resolution No. 2753 and Commissioner San Jule seconded the motion. Resolution No. 2753 was UNANIMOUSLY ADOPTED.

(e) RESOLUTION NO. 2754

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE AMOUNT NOT TO EXCEED $13,500,000 FOR THE PURPOSE OF MAKING A LOAN TO GROSVENOR POTRERO ASSOCIATES, A CALIFORNIA GENERAL PARTNERSHIP, TO PROVIDE FINANCING OF THE COST OF DEVELOPING A MULTIFAMILY RENTAL HOUSING DEVELOPMENT, DETERMINING AND PRESCRIBING CERTAIN MATTERS RELATING THERETO AND APPROVING AND AUTHORIZING RELATED ACTIONS AND THE EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND AGREEMENTS

* *

Commissioner Chuck moved to adopt Resolution No. 2754 and Commissioner San Jule seconded the motion. Resolution No. 2754 was adopted by majority vote with one abstention from Commissioner Cook.

Mr. Clay called on Dave Kroot, bond counsel, who reviewed resolutions (d) and (e) and answered questions raised by the Commissioners.

(d) RESOLUTION NO. 2753

THE HOUSING AUTHORITY OF THE
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $35,000,000 FOR THE PURPOSE OF MAKING A LOAN TO METRO POST, LTD., A CALIFORNIA LIMITED PARTNERSHIP, TO PROVIDE FINANCING OF THE COST OF DEVELOPING A MULTIFAMILY RENTAL HOUSING DEVELOPMENT, DETERMINING AND PRESCRIBING CERTAIN MATTERS RELATING THERETO AND APPROVING AND AUTHORIZING RELATED ACTIONS AND THE EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND AGREEMENTS.

WHEREAS, Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") authorizes housing authorities to incur indebtedness for the purpose of financing the construction or development of multifamily rental housing and for the provision of capital improvements in connection with and determined necessary to such multifamily housing, and the Act provides a complete, additional and alternative method for such financing;

WHEREAS, The Housing Authority of the City and County of San Francisco (the "Authority") desires to engage in a program (the "Program") of financing the construction or development of the multifamily rental housing development located as described in Schedule I hereto (the "Development"), by making a loan to the owner thereof identified in Schedule I hereto (the "Developer") and in order to do so intends to sell and issue not to exceed $35,000,000 of multifamily mortgage revenue bonds;

WHEREAS, the Board of Commissioners of the Authority (the "Board") has determined that the capital improvements required in connection with the Development in addition to the multifamily rental housing are necessary to such multifamily rental housing;

WHEREAS, the Board has determined to provide financing for the Development for the valid public purpose of providing safe and sanitary housing for low-income persons or families;

WHEREAS, there have been prepared and presented to this Board for consideration at this meeting the documentation required for the issuance of bonds for such financing;

WHEREAS, it appears that each of the documents which are now before this meeting is in appropriate form and

is an appropriate instrument to be executed and delivered for the purposes intended; and

WHEREAS, Newman and Associates, Inc., PaineWebber Incorporated and Kidder, Peabody & Co., Incorporated, as managers for the Underwriters (the "Underwriters"), have expressed their intention to purchase the bonds authorized hereby, and this Board finds that the public interest and necessity require that the Authority at this time make arrangements for the sale of such bonds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City and County of San Francisco, as follows:

1. Pursuant to the Act and the Indenture (as hereinafter defined), revenue bonds of the Authority, to be designated as "The Housing Authority of the City and County of San Francisco Multifamily Housing Revenue Bonds, 1985 Series D (with an appropriate project reference)" (the "Bonds"), in an aggregate principal amount not to exceed $35,000,000, are hereby authorized to be issued, subject to the approval of the Board of Supervisors of the City and County of San Francisco as the "applicable elected representative," as that term is defined in Section 103 of the Internal Revenue Code of 1954, as amended, of the issuer of the Bonds and of the jurisdiction in which the Development is located. The Bonds shall be in the forms set forth in and otherwise in accordance with the Indenture, and shall be executed by the manual or facsimile signature of the President of this Board, and the manual or facsimile seal of the Authority shall be impressed or reproduced thereon and attested by the manual or facsimile signature of the Secretary of this Board.

2. The proposed form of the Indenture (the "Indenture") between the Authority and the Trustee (as hereinafter defined), in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Indenture in substantially said form, with such additions thereto or changes therein as such officers may approve or recommend upon consultation with bond counsel to the Authority (provided that no such change may result in an aggregate principal amount of Bonds in excess of $35,000,000 or an adjustable interest rate on any of the Bonds in excess of twelve percent per annum), the approval of such additions

or changes to be evidenced conclusively by the execution and delivery of the Indenture. The dates, maturity dates, interest rates, interest payment dates, denominations, forms, registration privileges, manners of execution, places of payment, terms of redemption and other terms of the Bonds shall be as provided in the Indenture as finally executed.

3. The proposed form of the bond purchase contract (the "Purchase Contract") between the Authority, the Underwriters and such other underwriters as may be approved by the President of this Board and the Underwriters, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to accept the offer of the Underwriters to purchase the Bonds contained in the Purchase Contract (when such offer is made and if such offer is consistent with Section 2 hereof) and to execute and deliver said Purchase Contract.

4. The proposed form of the Regulatory Agreement (the "Regulatory Agreement") by and among the Authority, the Trustee and the Developer, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Regulatory Agreement, with such additions or changes therein as such officers may recommend or approve upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Regulatory Agreement.

5. The proposed form of the Loan Agreement (the "Loan Agreement"), by and between the Authority, the Trustee and the Developer, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Loan Agreement in substantially said form, with such additions thereto or changes therein as such officers may approve or recommend upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Loan Agreement.

6. The proposed form of the Intercreditor Agreement (the "Intercreditor Agreement"), by and among the Authority, the Trustee and the Industrial Bank of Japan, acting through its Los Angeles agency, in substantially the form presented to this meeting, and the performance by the Authority of the obligations contained in the Intercreditor Agreement, are hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Intercreditor Agreement in substantially said form, with such additions thereto or changes thereto or changes therein as such officers may approve or recommend upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Intercreditor Agreement.

7. The proposed form of the preliminary official statement relating to the Bonds (the "Preliminary Official Statement"), in substantially the form presented to this meeting, to be used in connection with the offer and sale of the Bonds, is hereby approved, and the Board hereby ratifies and approves distribution of the Preliminary Official Statement to prospective purchasers of the Bonds. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute and deliver, at the time of sale of the Bonds, said form of Preliminary Official Statement as the final Official Statement for the Bonds (the "Official Statement"), with such additions thereto or changes therein as such officer may recommend or approve upon consultation with bond counsel to the Authority, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Official Statement.

8. The Bonds, when executed, shall be delivered to the Trustee for authentication. The Trustee is hereby requested and directed to authenticate the Bonds by executing the Trustee's certificate of authentication and registration appearing thereon, and to deliver the Bonds, when duly executed and authenticated, to the Underwriters in accordance with written instructions executed on behalf of this Board and the Authority by the President of this Board, which instructions said officer is hereby authorized and directed, for and in the name and on behalf of the Board and the Authority, to execute and deliver to the Trustee. Such instructions shall provide for the delivery of the Bonds to

the Underwriters in accordance with the Purchase Contract, upon payment of the purchase price thereof.

9. This Board hereby appoints the City and County of San Francisco as administrator of the Program (the "Administrator"). The proposed form of the Administration Agreement (the "Administration Agreement"), by and between the Authority and the Administrator, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, and such officer is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Administration Agreement in substantially said form, with such additions thereto or changes therein as such officer may approve or recommend upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Administration Agreement.

10. This Board hereby finds and determines that the recitals stated above are true and correct and, in addition, that it is not economically feasible to require that half of the units in the Development held available for occupancy on a priority basis by low-income households pursuant to Section 34312.3(c)(1) of the Act be reserved for occupancy on a priority basis by individuals and families whose adjusted gross income does not exceed 50% of the median gross income for the area, in accordance with Section 34312.3(c)(2) of the Act.

11. All actions heretofore taken by the officers and agents of the Authority with respect to the establishment of the Program and the sale and issuance of the Bonds are hereby approved, confirmed and ratified, and the proper officers of the Authority are hereby authorized and directed, for and in the name and on behalf of the Authority, to do any and all things and take any and all actions and execute and deliver any and all certificates, agreements and other documents, including but not limited to those described in the Indenture, the Purchase Contract and the other documents herein approved, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Bonds in accordance with this resolution and resolutions heretofore adopted by the Authority and in order to carry out the Program, including to accomplish the performance of the Authority's obligations under the documents herein approved. No such certificate or other document shall create any obligation or liability of the Authority other than with respect to any revenues or

assets derived by the Authority from the use of the proceeds of the Bonds.

12. If the President of this Board is unavailable to execute the documents hereinabove mentioned, the Vice-President of this Board shall be entitled to sign in the place of the President of this Board, and if the Secretary of this Board is unavailable to attest to any such signature on any such document, any deputy of the Secretary shall be entitled so to attest in the place of the Secretary of this Board.

13. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ____ day of December, 1985, by the following vote:

AYES: Commissioners

NOES:

ABSTAINING:

ABSENT:

_____
President of the Board of Commissioners

ATTEST:

_____
Secretary of the Board
of Commissioners

SCHEDULE I

Development Address	Developer Name and Address
737 Post Street San Francisco, CA 94102	Metro Post, Ltd. c/o Barker Interests Limited 150 Post Street, Suite 400 San Francisco, CA 94108

(e) RESOLUTION NO. 2754

THE HOUSING AUTHORITY OF THE
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $13,500,000 FOR THE PURPOSE OF MAKING A LOAN TO GROSVENOR POTRERO ASSOCIATES, TO PROVIDE FINANCING OF THE COST OF DEVELOPING A MULTIFAMILY RENTAL HOUSING DEVELOPMENT, DETERMINING AND PRESCRIBING CERTAIN MATTERS RELATING THERETO AND APPROVING AND AUTHORIZING RELATED ACTIONS AND THE EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND AGREEMENTS.

WHEREAS, Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") authorizes housing authorities to incur indebtedness for the purpose of financing the construction or development of multifamily rental housing and for the provision of capital improvements in connection with and determined necessary to such multifamily housing, and the Act provides a complete, additional and alternative method for such financing;

WHEREAS, The Housing Authority of the City and County of San Francisco (the "Authority") desires to engage in a program (the "Program") of financing the construction or development of the multifamily rental housing development located as described in Schedule I hereto (the "Project"), by making a loan to the owner thereof identified in Schedule I hereto (the "Developer") and in order to do so intends to sell and issue not to exceed $13,500,000 of multifamily mortgage revenue bonds;

WHEREAS, the Board of Commissioners of the Authority (the "Board") has determined that the capital improvements required in connection with the Project in addition to the multifamily rental housing are necessary to such multifamily rental housing;

WHEREAS, the Board has determined to provide financing for the Project for the valid public purpose of providing safe and sanitary housing for low-income persons or families;

WHEREAS, there have been prepared and presented to this Board for consideration at this meeting the documentation required for the issuance of bonds for such financing;

WHEREAS, it appears that each of the documents which are now before this meeting is in appropriate form and is an appropriate instrument to be executed and delivered for the purposes intended; and

WHEREAS, PaineWebber, Incorporated and Newman and Associates, Inc., as managers for the Underwriters (the "Underwriters"), have expressed their intention to purchase the bonds authorized hereby, and this Board finds that the public interest and necessity require that the Authority at this time make arrangements for the sale of such bonds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City and County of San Francisco, as follows:

1. Pursuant to the Act and the Indenture (as hereinafter defined), revenue bonds of the Authority, to be designated as "The Housing Authority of the City and County of San Francisco Multifamily Housing Revenue Bonds, 1985 Series E" (with an appropriate project reference) (the "Bonds"), in an aggregate principal amount not to exceed $13,500,000, are hereby authorized to be issued, subject to the approval of the Board of Supervisors of the City and County of San Francisco as the "applicable elected representative," as that term is defined in Section 103 of the Internal Revenue Code of 1954, as amended, of the issuer of the Bonds and of the jurisdiction in which the Project is located. The Bonds shall be in the forms set forth in and otherwise in accordance with the Indenture, and shall be executed by the manual or facsimile signature of the President of this Board, and the manual or facsimile seal of the Authority shall be impressed or reproduced thereon and attested by the manual or facsimile signature of the Secretary of this Board.

2. The proposed form of the Indenture (the "Indenture") between the Authority and the Trustee (as hereinafter defined), in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Indenture in substantially said form, with such additions thereto or changes therein as such officers may approve or recommend upon consultation with bond counsel to the Authority (such additions or changes may include provision for a reserve fund in an amount not to exceed average annual

debt service on the Bonds, but no such addition or change may result in an aggregate principal amount of Bonds in excess of $13,500,000 or an interest rate on any of the Bonds in excess of twelve percent per annum), the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Indenture. The dates, maturity dates, interest rates, interest payment dates, denominations, forms, registration privileges, manners of execution, places of payment, terms of redemption and other terms of the Bonds shall be as provided in the Indenture as finally executed.

3. The proposed form of the bond purchase contract (the "Purchase Contract") between the Authority, the Underwriters and such other underwriters as may be approved by the President of this Board and the Underwriters, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to accept the offer of the Underwriters to purchase the Bonds contained in the Purchase Contract (when such offer is made and if such offer is consistent with Section 2 hereof) and to execute and deliver said Purchase Contract.

4. The proposed form of the Regulatory Agreement (the "Regulatory Agreement") by and among the Authority, the Trustee and the Developer, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Regulatory Agreement, with such additions or changes therein as such officers may recommend or approve upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Regulatory Agreement.

5. The proposed form of the Loan Agreement (the "Loan Agreement"), by and between the Authority and the Developer, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, attested by the Secretary of this Board under the seal of the Authority, and such officers are hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Loan Agreement in substantially said form, with such additions thereto or changes therein as such officers may approve or

recommend upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Loan Agreement.

6. The proposed form of the preliminary official statement relating to the Bonds (the "Preliminary Official Statement"), in substantially the form presented to this meeting, to be used in connection with the offer and sale of the Bonds, is hereby approved, and the Board hereby ratifies and approves distribution of the Preliminary Official Statement to prospective purchasers of the Bonds. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute and deliver, at the time of sale of the Bonds, said form of Preliminary Official Statement as the final Official Statement for the Bonds (the "Official Statement"), with such additions thereto or changes therein as such officer may recommend or approve upon consultation with bond counsel to the Authority, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Official Statement.

7. The Bonds, when executed, shall be delivered to the Trustee for authentication. The Trustee is hereby requested and directed to authenticate the Bonds by executing the Trustee's certificate of authentication and registration appearing thereon, and to deliver the Bonds, when duly executed and authenticated, to the Underwriters in accordance with written instructions executed on behalf of this Board and the Authority by the President of this Board, which instructions said officer is hereby authorized and directed, for and in the name and on behalf of the Board and the Authority, to execute and deliver to the Trustee. Such instructions shall provide for the delivery of the Bonds to the Underwriters in accordance with the Purchase Contract, upon payment of the purchase price thereof.

8. This Board hereby appoints the City and County of San Francisco as administrator of the Program (the "Administrator"). The proposed form of the Administration Agreement (the "Administration Agreement"), by and between the Authority and the Administrator, in substantially the form presented to this meeting, is hereby approved. The President of this Board is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to execute by manual or facsimile signature, and such officer is hereby authorized and directed, for and in the name and on behalf of this Board and the Authority, to deliver, the Administration Agreement in substantially said form, with such additions thereto or changes therein as such

officer may approve or recommend upon consultation with bond counsel to the Authority, the approval of such additions or changes to be evidenced conclusively by the execution and delivery of the Administration Agreement.

9. This Board hereby finds and determines that the recitals stated above are true and correct and, in addition, that it is not economically feasible to require that half of the units in the Development held available for occupancy on a priority basis by low-income households pursuant to Section 34312.3(c)(1) of the Act be reserved for occupancy on a priority basis by individuals and families whose adjusted gross income does not exceed 50% of the median gross income for the area, in accordance with Section 34312.3(c)(2) of the Act.

10. All actions heretofore taken by the officers and agents of the Authority with respect to the establishment of the Program and the sale and issuance of the Bonds are hereby approved, confirmed and ratified, and the proper officers of the Authority are hereby authorized and directed, for and in the name and on behalf of the Authority, to do any and all things and take any and all actions and execute and deliver any and all certificates, agreements and other documents, including but not limited to those described in the Indenture, the Purchase Contract and the other documents herein approved, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Bonds in accordance with this resolution and resolutions heretofore adopted by the Authority and in order to carry out the Program, including to accomplish the performance of the Authority's obligations under the documents herein approved. No such certificate or other document shall create any obligation or liability of the Authority other than with respect to any revenues or assets derived by the Authority from the use of the proceeds of the Bonds.

11. If the President of this Board is unavailable to execute the documents hereinabove mentioned, the Vice-President of this Board shall be entitled to sign in the place of the President of this Board, and if the Secretary of this Board is unavailable to attest to any such signature on any such document, any deputy of the Secretary shall be entitled so to attest in the place of the Secretary of this Board.

12. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ____ day of December, 1985, by the following vote:

AYES: Commissioners

NOES:

ABSTAINING:

ABSENT:

_____
President of the Board of Commissioners

ATTEST:

_____
Secretary of the Board
of Commissioners

SCHEDULE I

Development Address	Developer Name and Address
2222 - 23rd Street San Francisco, California	Grosvenor Potrero Hill Associates 333 Market Street, Suite 3330 San Francisco, CA 94105

SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • TELEPHONE (415) 468-3800

Dianne Feinstein, *Mayor*
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Preston Cook, *Commissioner*
Betty Brooks, *Commissioner*
Elouise Westbrook, *Commissioner*
James McNamara, *Commissioner*

James E. Clay, *Executive Director/Secretary*

December 18, 1985

P U B L I C N O T I C E

The regularly scheduled meeting of the Commission of the Housing Authority of the City and County of San Francisco to have been held on Thursday, December 26, 1985 has been cancelled by direction of the Commission.

All pending matters will be discussed at the next regularly scheduled meeting to be held on Thursday, Janaury 9, 1986 at 9:30 a.m., 1815 Egbert Street, San Francisco, California.

James E. Clay
Secretary/Executive Director

JEC:b

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